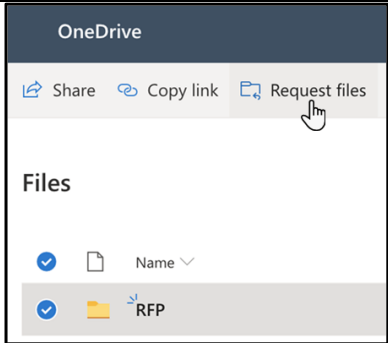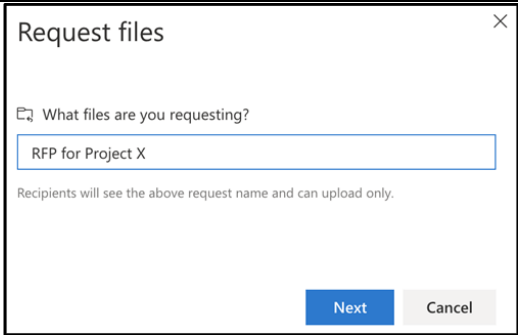# Using the OneDrive File Request for Accessing Photos and Videos for Movie Making

With the file request feature in OneDrive, you can choose a folder where others can upload files using a link that you send them. The users that you request files from cannot see what's in the folder - they can only upload files to it. Benefits:

- Anyone can send you a file - they don't need to have OneDrive.
- All the files sent to you are saved in a single folder that you choose.
- People who respond to your request can only upload files. They do not have view or edit access to your OneDrive.
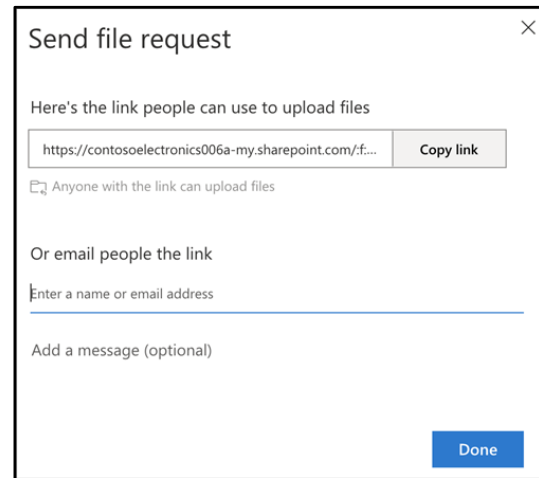
	Creating the File Request	
1	Create a folder in the online version of OneDrive that you would like files to be uploaded. Click on the "…" next to the created folder -> select "Request Files".	
2	Under **What files are you requesting**, enter a descriptive name for the files you are requesting from others. (They'll see this description when they get the file request.) Click **"Next".**	

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3	Click "**Copy link**" to copy the request link and send it to anyone you would like to request files from. This link can be added to an email very easily. You can also type a message that will be included in the email that OneDrive sends to them. Click **"Done".**	Send file request ✕ Here's the link people can use to upload files https://contosoelectronics006a-my.sharepoint.com/:f:... Copy link ☍ Anyone with the link can upload files Or email people the link Enter a name or email address Add a message (optional) Done

You'll receive a notification email whenever someone uploads files to your file request folder.
If you want to edit the descriptive name of the file request, select the folder and click Request files again, then change the name. The people you sent the request to will see the new name when they upload files.

Getting a file request – Recipient

Anyone with the link will be able to upload files to the request. However, they aren't able to see or edit other contents in the folder or see who else is able to upload files.
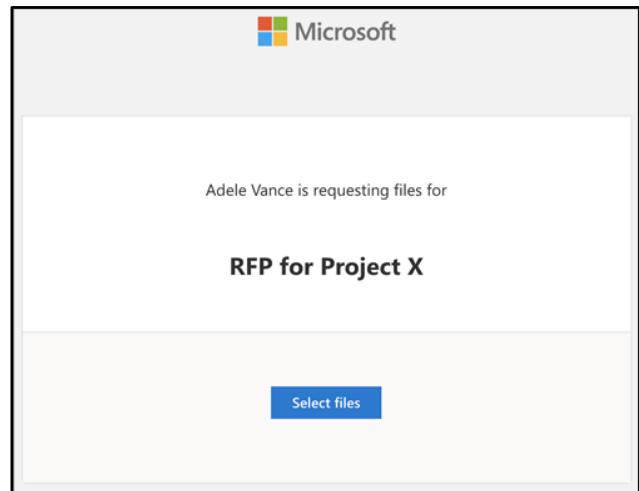
Have the recipients access the email (which will contain the link) from the device they will be uploading the file from.

1	Have the recipients access the email (which will contain the link) from the device they will be uploading the file from. When recipients click the link, they'll see: Click "**Select files**", browse to the appropriate folder, and select the file being requested.	Microsoft Adele Vance is requesting files for **RFP for Project X** Select files

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2	*iPhone users will have the option to either access their camera directly to record their message right there OR access their photo library to attached any photos or videos they may have.* *If recipients access the link from a desktop computer, they will have to navigate to the folder that contains they files they would like to attach.* If you need to add additional files, click "**Add more files**". Fill in First and Last name (this is purely for file naming – NOT for tracking). When you've selected all the requested files, click "**Upload"**.	
	Recipients will get another notification once their files have been successfully uploaded.	