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## SIGN UP AND SHARING INSTRUCTIONS

### Sign Up for OneDrive

- Go to <https://onedrive.live.com>
- Click on “Sign up” and then sign up for free with a personal account.
- Fill out the information. You can use your BYU email address or another email you have by choosing “Or use your favorite email.” Choose a password you can remember. They will verify the email address by sending you an email with a link for you to click.
- Once you have received the email and gone through the verification process, you are ready to log into OneDrive. The email address you used becomes your login.

### Sharing files from OneDrive

- On the black bar across the top, you can click on **Create** and create a folder for the class or just use the default folder.
- Create a folder for each assignment and label it with your full name and assignment.
- Click **Upload**, choose the file you created on your computer, upload it to OneDrive. Or you can drag and drop the file into the folder.
  - Once the file has uploaded, check the box for the folder you want to turn in.
  - Click **Share** at the top of the screen.
- A white stripe will appear across your screen.
- From the options on the left, choose **Get a link**.
  - Click **Create link**.
  - Under **Choose an option** select **Edit**. Your instructor will be making comments within the document during grading.
    - A URL will appear in the rectangular box.
    - Click **Shorten Link**.
    - Click on the link to highlight it.
    - Right click and choose **Copy** from the drop down box (or **Ctrl-C** will copy it)
    - **DO NOT COPY THE URL FROM THE ADDRESS BAR OF YOUR BROWSER!**

*That won't work. I can't see your assignment if you copy and paste the URL from the address bar of your browser.*

### Go to the Assignment in iLearn.

- Click the **Open** button at the bottom of the screen
- Paste the link you created in OneDrive into the **Comments** box (or **Ctrl-V** will paste it)
- Click **Submit**.

### CAUTIONS!!

- Do not download the desktop version of OneDrive. You cannot share documents from the desktop version.
  - **DO NOT COPY THE URL FROM THE ADDRESS BAR OF YOUR BROWSER!**
  - Do not use the email sharing option. Email sharing does not submit your assignment. To submit your assignment, you must paste the link in the Comments box of the assignment.