

OneDrive Quick Start

How to access OneDrive

OneDrive is available to all MTSU students for free providing you with 25GB of space.

- Go to MTMail and login with your ID.
- After you log in, click on the OneDrive Tab. The list of files in your OneDrive will show on the main window.


Adding Files

Adding files to OneDrive is very simple. Just **Drag and Drop** the files you want to upload, from your desktop to the Documents main window in the browser.

Alternative, you can click on the “upload” link on the Documents window and browse and select files you want to upload.

Sharing Files via Email

You can use OneDrive to share documents with other students, your professor or anyone on the Internet. To share documents in OneDrive with other people, just follow these steps:

- Click the checkmark besides the document you want to share
- Click the  **share** button
- On the Share window, click the “**Get a link**” option. You can share a document in **View Only** mode or **Edit** mode. Click on the **CREATE A LINK** option under the option you desire.
- The link will appear, right click on the link and select **Copy**. Then, click on the close button.
- Click on the **Outlook** link on the top menu bar and create a new email.
- Copy and Paste the link in the email body. Send the email to the people you want to share the document with.

