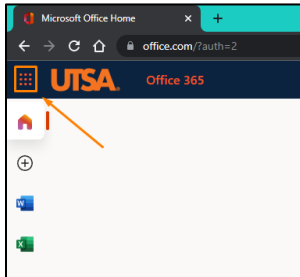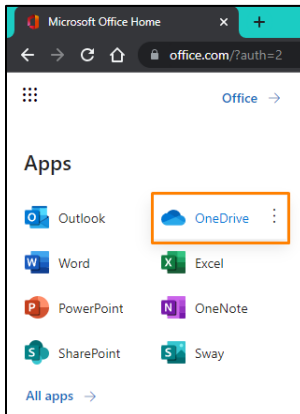# Uploading Files and Generating Shareable Links in OneDrive
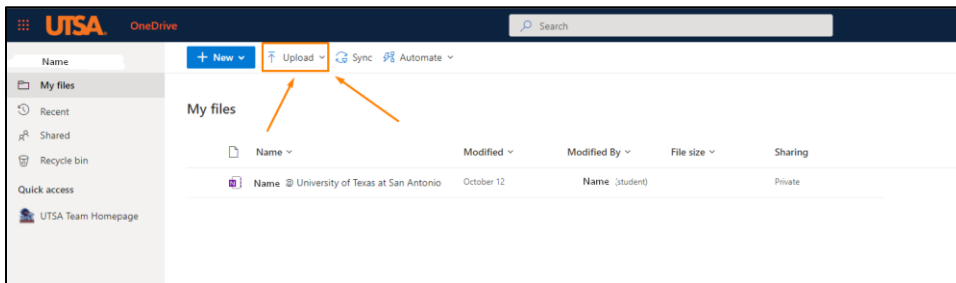
1. Navigate to portal.office.com.

2. Log in with your UTSA student or employee email.

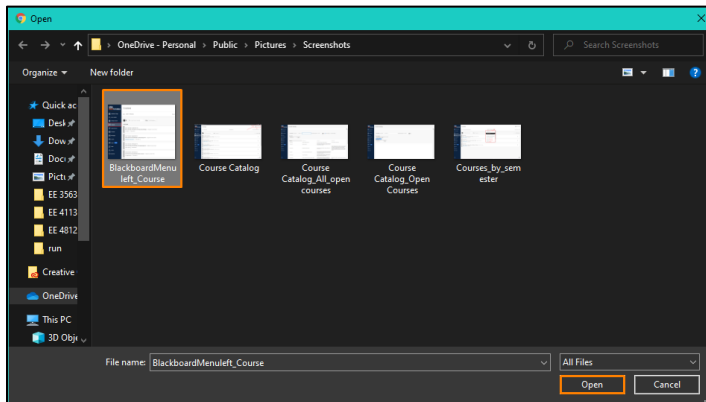3. Click the app launcher icon to view available Microsoft applications.

4. Select **OneDrive**. If OneDrive is not listed, click **All apps** and browse for OneDrive.

5. Click **Upload** from the horizontal menu, and select **Files**.

6. Select your file and click **Open**.

7. After clicking open, the file will be uploaded to OneDrive.

8. In OneDrive, locate the file you would like to share and select the 3 vertical dots to the right of the file name. Next, click on **Copy Link.**
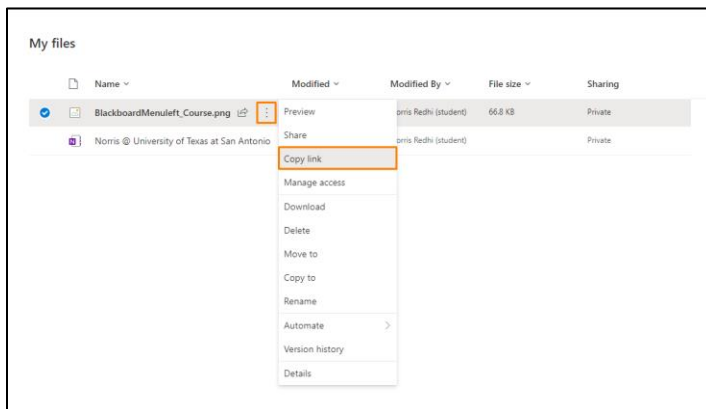
9. Modify who should have access to the link, if needed, then click **Copy**.