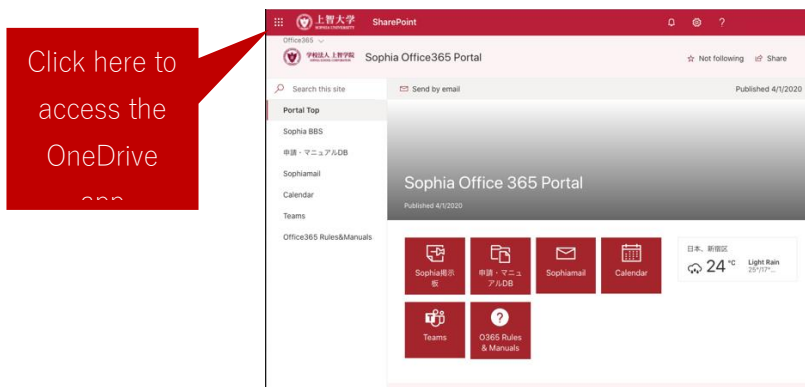
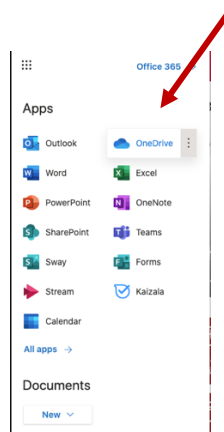


Uploading files to Office 365 OneDrive through Sophia SharePoint

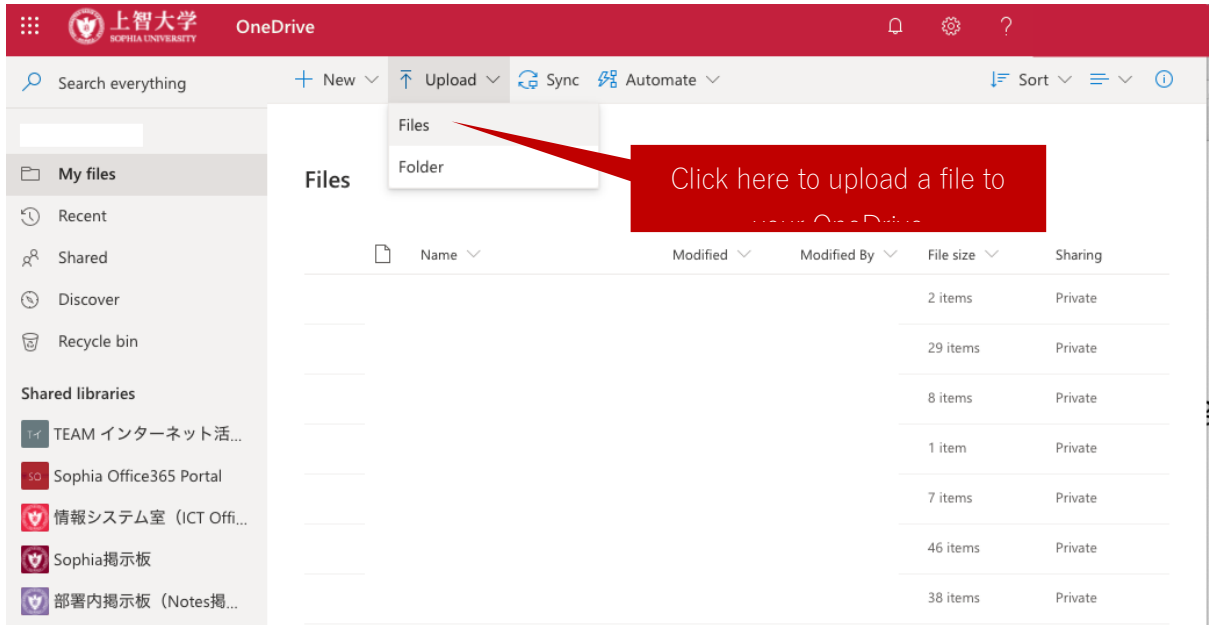
After you log into Sophia Office 365 SharePoint portal. You should see a screen similar to this one



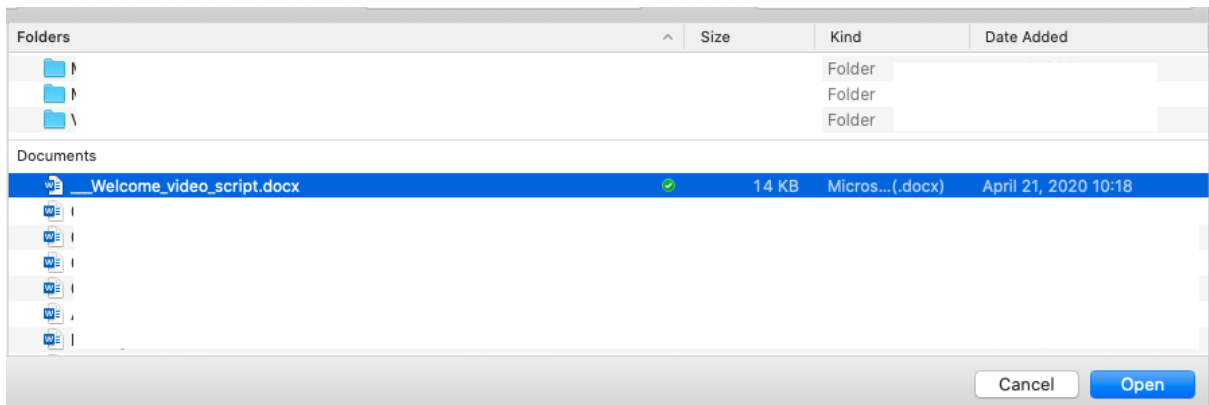
Click the OneDrive access button from the menu.



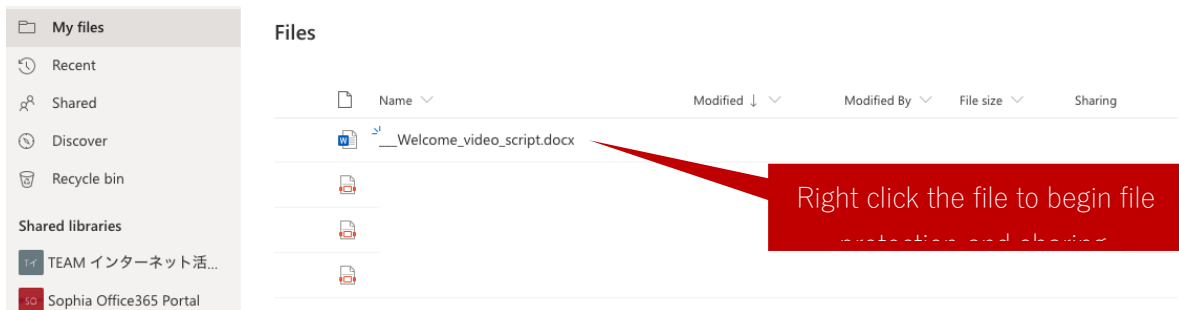
The you should see a screen like this one.



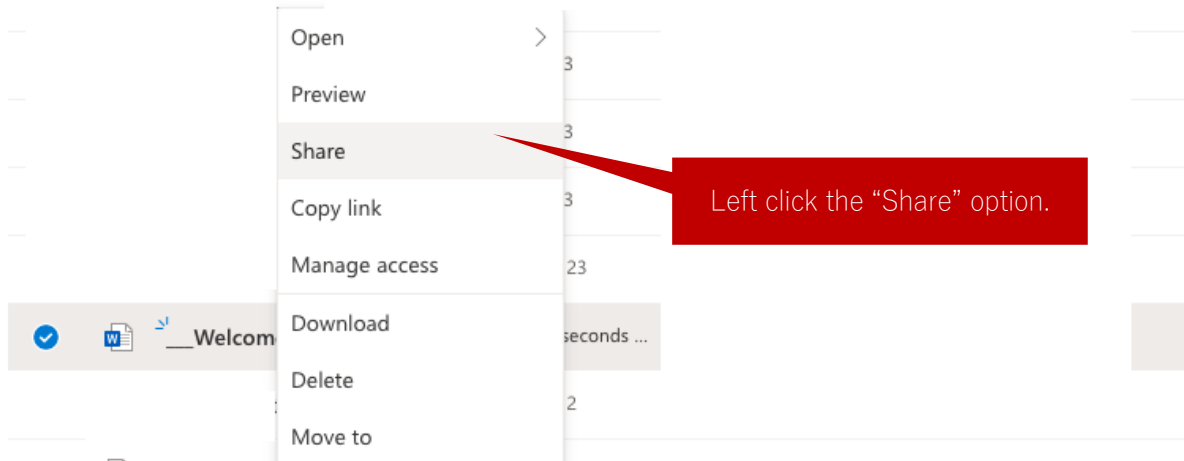
Select the file from its source location and click “Open”
 (screen appearance will vary by operating systems)



After the upload completes, you will see it in your OneDrive under “My files”

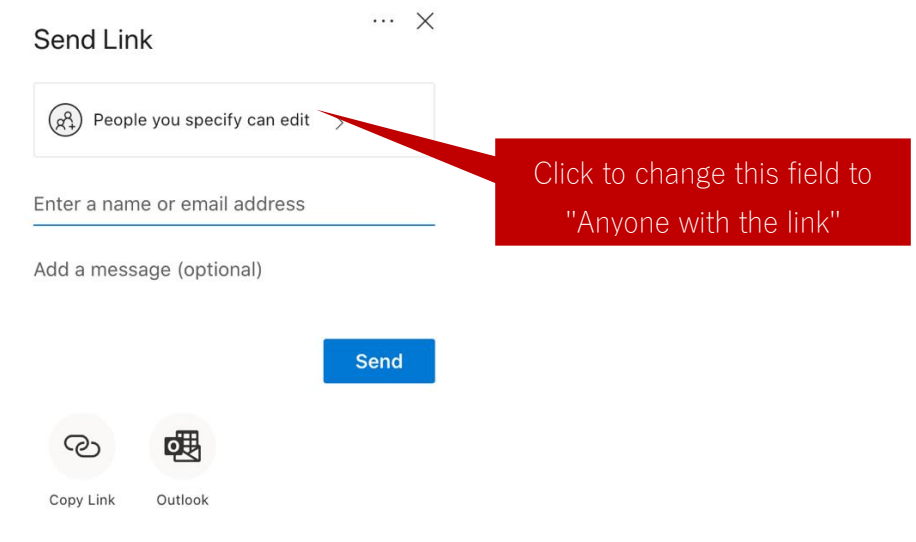


After you right click the file you will see a screen similar to this one



Then, you need to make the following setting changes and click "Apply"

After you right click your file, you should see a window to "Send Link"



Next you will see a window to select your share link settings

Select "Anyone with the link"

Next, you need to UNCHECK this box

Link settings

Who would you like this link to work for?
[Learn more](#)

- Anyone with the link ✓
- People in Sophia Univ...ties & Staffs with the link
- People with existing access
- Specific people

Other settings

- Allow editing
- Expires Saturday Jun 13 2020 ⓘ
- Set password
- Block download ⓘ

Apply Cancel

You should see a verification checkmark to indicate your selection

Now your screen should look like this one

No checkmark 😊

Link settings

Who would you like this link to work for?
[Learn more](#)

- Anyone with the link ✓
- People in Sophia Univ...ties & Staffs with the link
- People with existing access
- Specific people

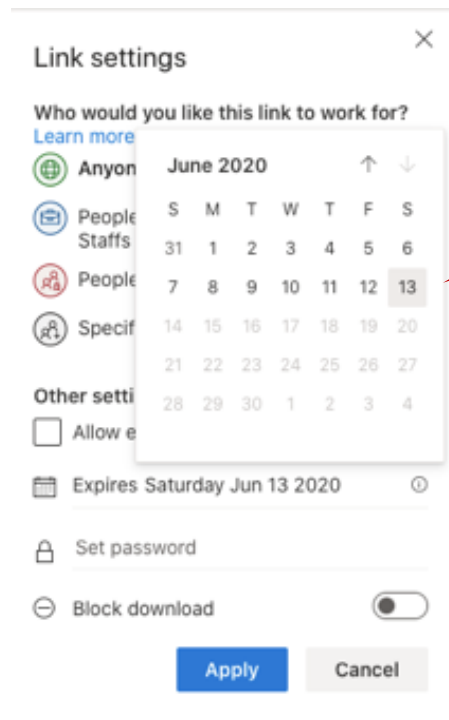
Other settings

- Allow editing
- Expires Saturday Jun 13 2020 ⓘ
- Set password
- Block download ⓘ

Apply Cancel

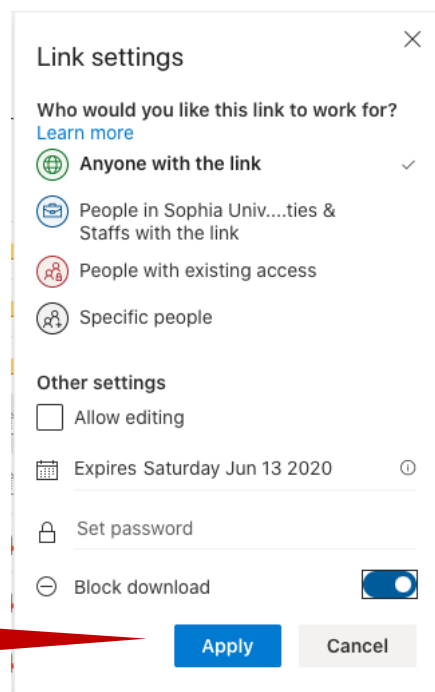
Next, set an expiration date for the shared link

This is the screen you will see when you choose a date to end the file sharing.



Select the expiration date

Next you should prohibit file downloading.

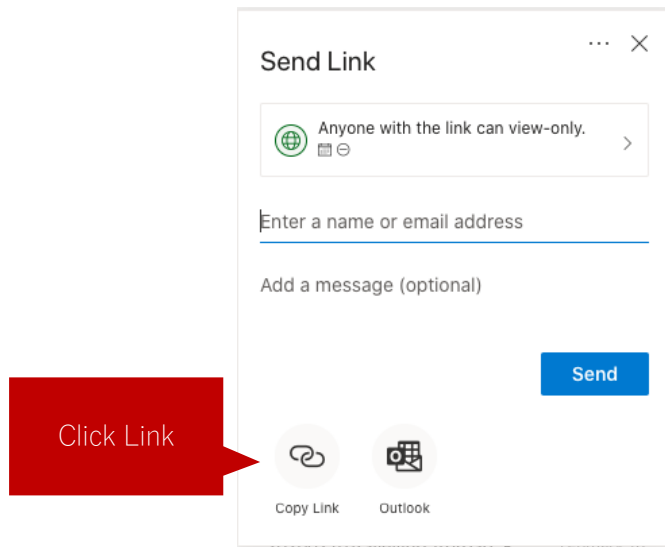


Select this switch to turn on download

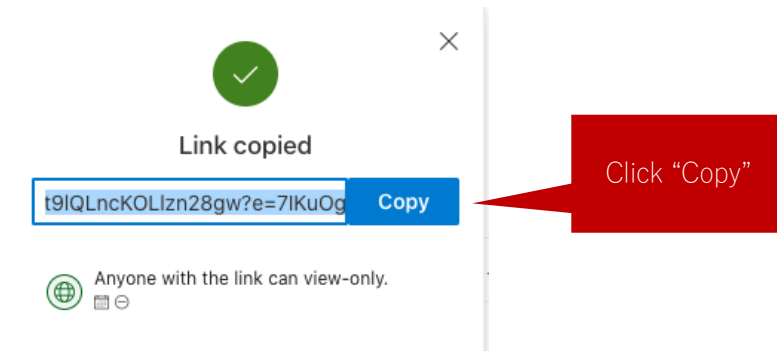
Then click "Apply"

After those settings have been applied, you will see a "Send Link" page.

Here you can copy a link to paste into your Moodle page.



After you click "Copy Link" you will see a screen like this one.



Now you are ready to paste the link into your Moodle site.

The above method is described in [a post on the Microsoft website](#).

However, even if you use the above method, you cannot prohibit someone with a link from recording their monitor or screen capturing their screen with a smartphone.