Configuring OneDrive for Secure Sharing

1 Open the JH Instance of OneDrive
   1. Log into my.jh.edu.
   2. On the left navigation bar, place the pointer over the Cloud icon. A sub-menu of cloud applications will appear.

   ![Cloud Sub-menu](image-url)

   3. On the cloud sub-menu, click OneDrive.
The portal will pass your login information to OneDrive, and OneDrive will open.

If your login information is not passed to OneDrive, login using the email format of JHED ID@jh.edu.

4. OneDrive will ask if you want to stay signed in. Click Yes or No, as you wish.
2 Create a new folder

1. In OneDrive, click New.
The New menu appears.

2. On the New menu, click Folder.
3. Type in a name for your folder and click Create.
OneDrive creates a new folder with that name.

3. Upload and share files

1. Put your mouse on the row for the new folder and click the show actions icon.
2. Click Share in the Show Actions menu.
The Send Link box appears.
3. Click “People in your organization with the link can edit” to change permissions.
4. Select Specific People to indicate who can access this folder. If others are accessing the folder but not editing documents, deselect Allow editing. Click Apply to apply the changes.
The Send Link box will allow you to enter the names or email addresses of collaborators with whom to share this folder. You may search for other Johns Hopkins users by name.

5. If the person with whom you are sharing is not a Johns Hopkins employee, enter his or her email address. Be sure to enter a valid email address. You may enter a personalized message before clicking Send.
Enter email

Enter message

Hi, John. I've posted our project documents to OneDrive. Please click this link to access the documents.

Send

Copy Link