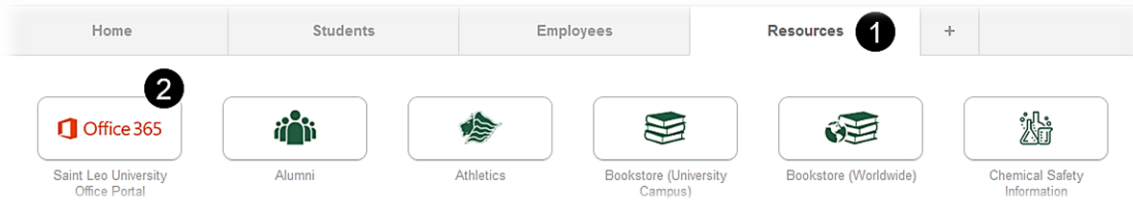


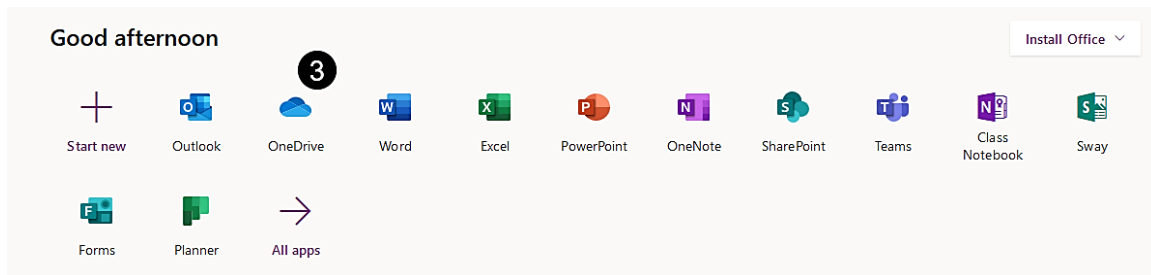
## Using OneDrive to Share Files

Adding audio to PowerPoint slides and creating video (.mp4) files can take up a lot of space on your computer and in D2L. Ensure you have saved the video file(s) in your Saint Leo University OneDrive before sharing those files with students (select this [link](#) for instructions on uploading and saving files and folders to OneDrive.)

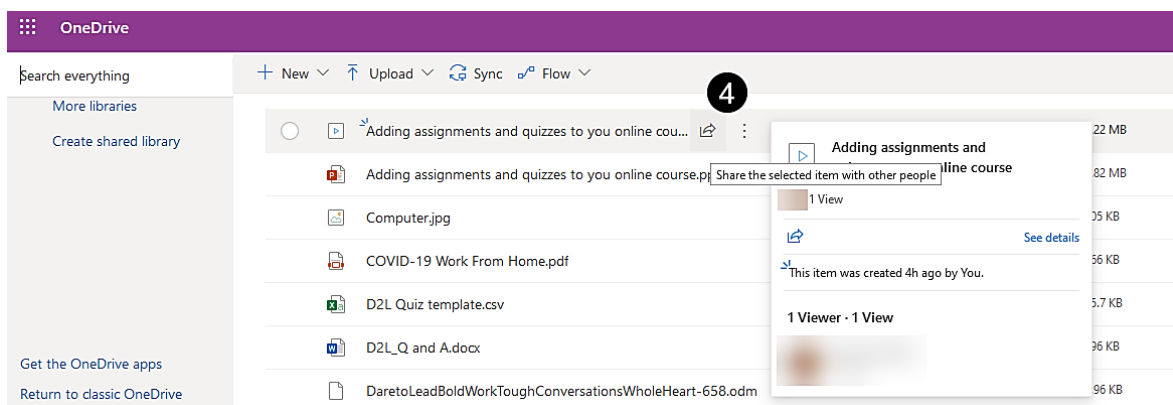
1. To access OneDrive. Log into [Okta](#) and select the **Resources** tab.
2. Select **Office 365** (you may be prompted to sign into your account).



3. Select **OneDrive** from the list of applications.

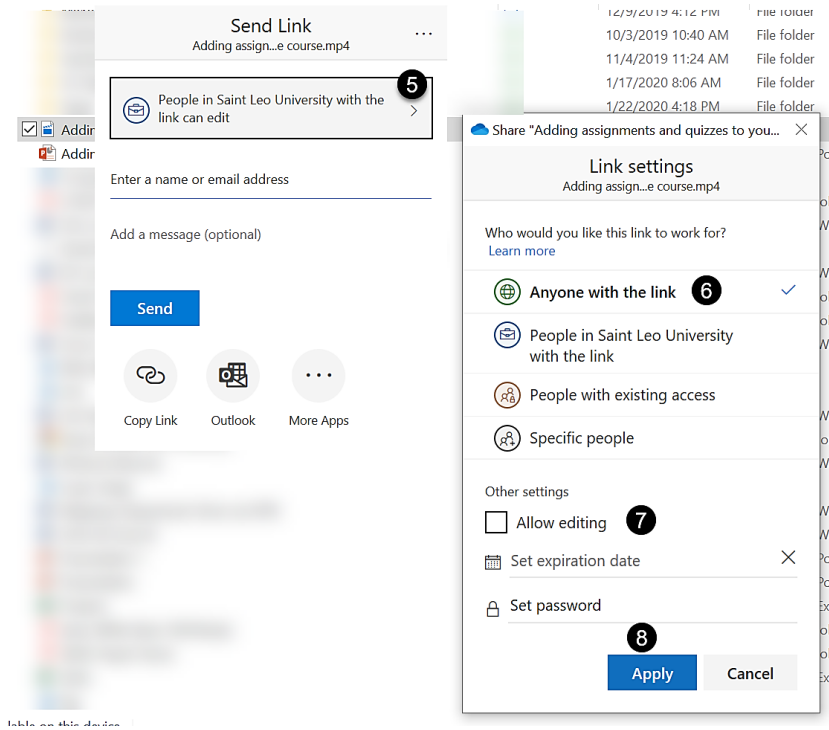


4. Locate the file (.mp4) you would like to share (hover over and select the file to access the Share the select item with other people option).

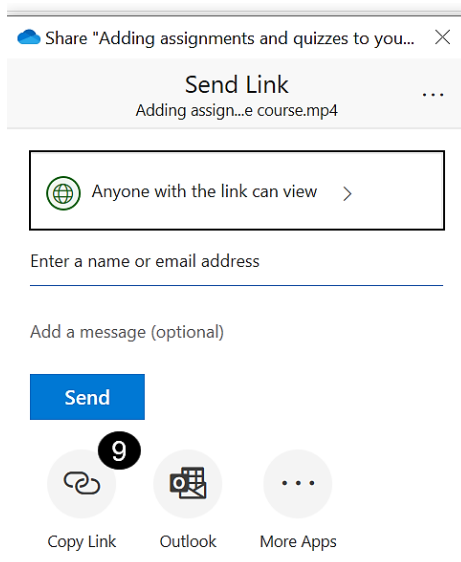


Next, set the permissions.

5. Select **People in Saint Leo University with the link can edit**.
6. Choose **Anyone with the link**.
7. Uncheck the box to **Allow editing**.
8. Select **Apply**.



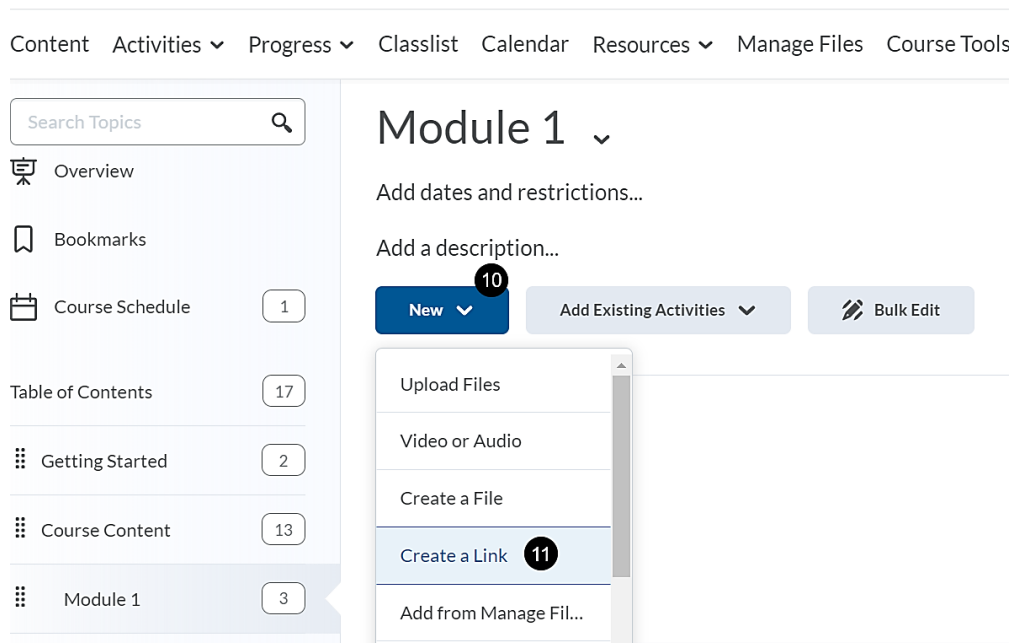
9. Once you are back at the main **Share** box, select **Copy Link** to copy the link to your clipboard (close the copy confirm pop-up that will appear next).



Next, in D2L place the link in the module that aligns with the topic of the video.

10. Select **New**.

11. **Create a Link**.



12. Add a **Title**.

13. Paste the link copied from OneDrive in the **URL**.

14. Select **Create**.

