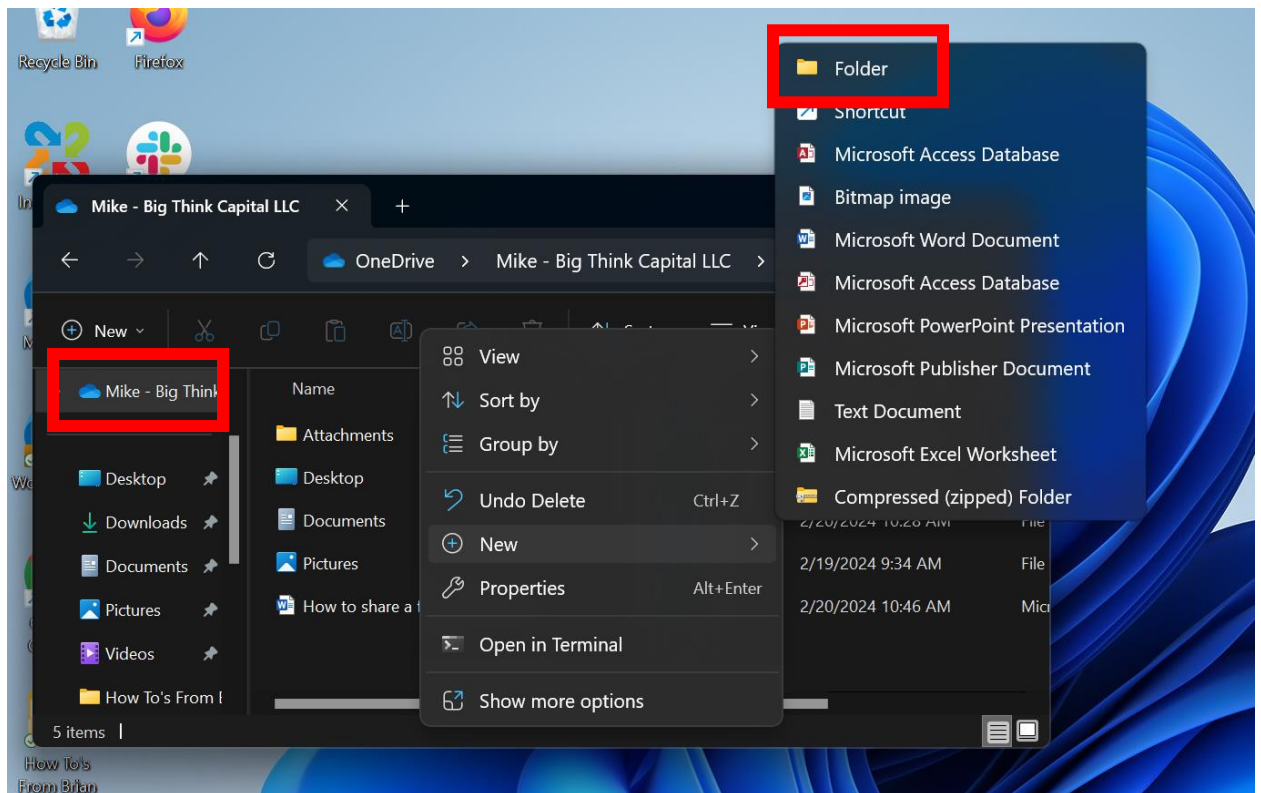


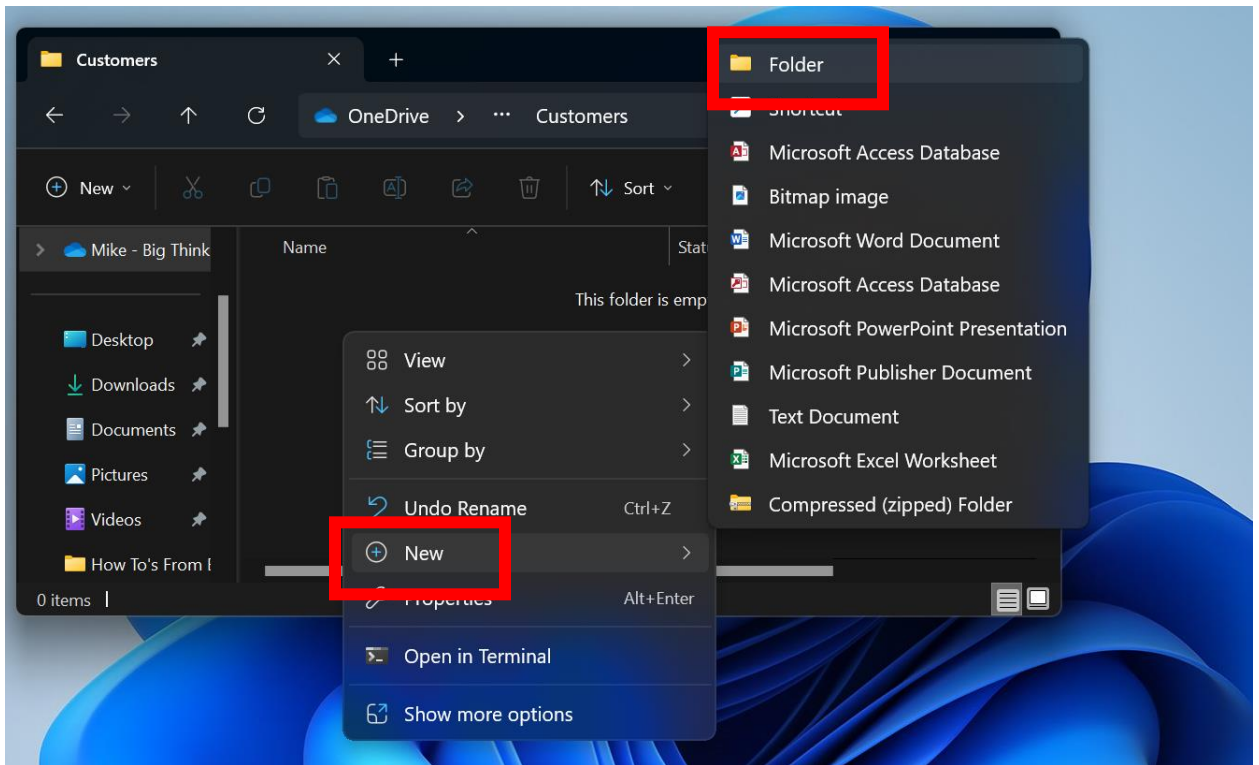
HOW TO SHARE A FOLDER IN ONE DRIVE

1. Go to your OneDrive
2. If you don't already have a folder named "Customers," create one.

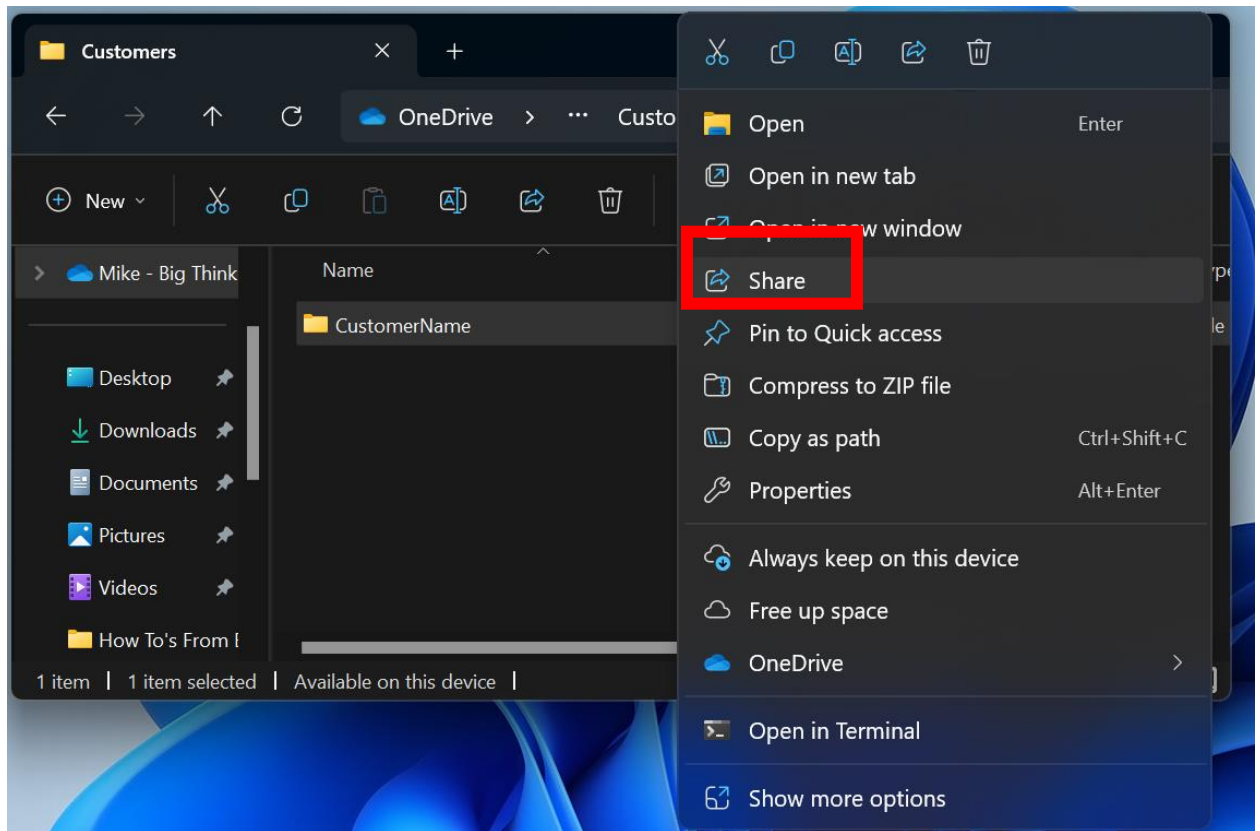
Right click inside your one drive, go to New and go to folder, press it and name it Customers



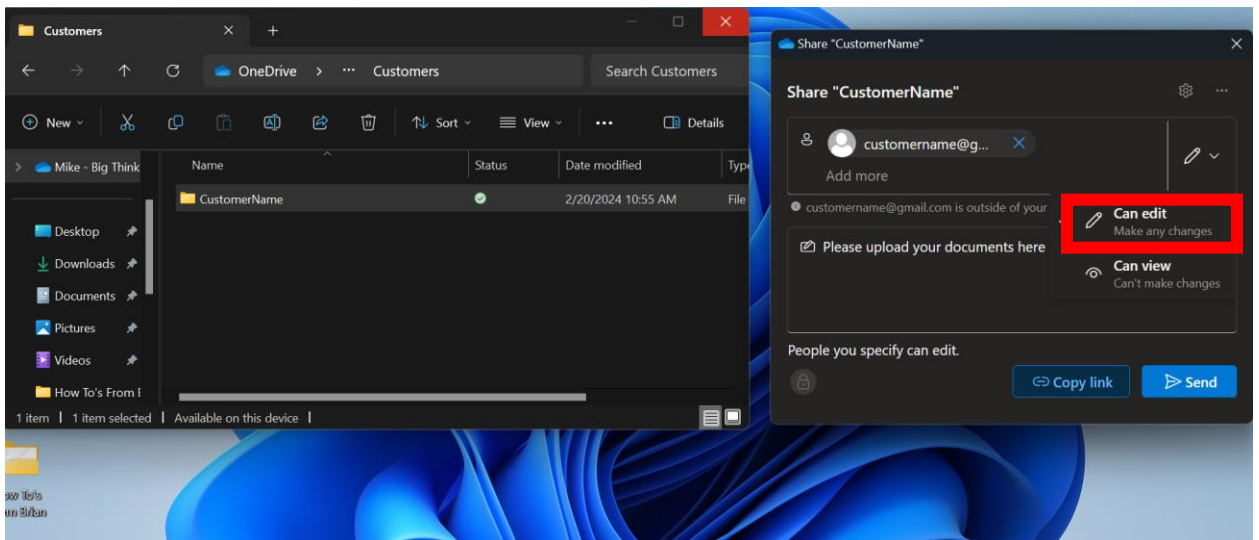
3. Inside the "Customers" folder, make a new folder with your "Customer's name."



4. Right-click on the newly created folder and select the "Share" option.



5. Type in the customers email address and instruct them to upload their documents into this folder with their name. Make sure to click on the eyeball icon to the right of the customers email address and change it from “Can View” to “Can Edit”



- You will not be notified when documents are uploaded so have customer let you know when they upload, or you must check yourself.