

How to upload and share supporting documents for your thesis in OneDrive

1. Navigate to <https://vuw-my.sharepoint.com/> and enter your Victoria University of Wellington email address.



Sign in

Firstname.Lastname@vuw.ac.nz

[Can't access your account?](#)

Next

2. You will now be taken to a login page. Login using your VUW username and password:

 federation.vuw.ac.nz

This site is asking you to sign in.

Username

Password

Sign in

Cancel

3. Create a new Folder in your OneDrive by clicking "New" and then "Folder" on the menu bar at the top of the screen

+ New ▾

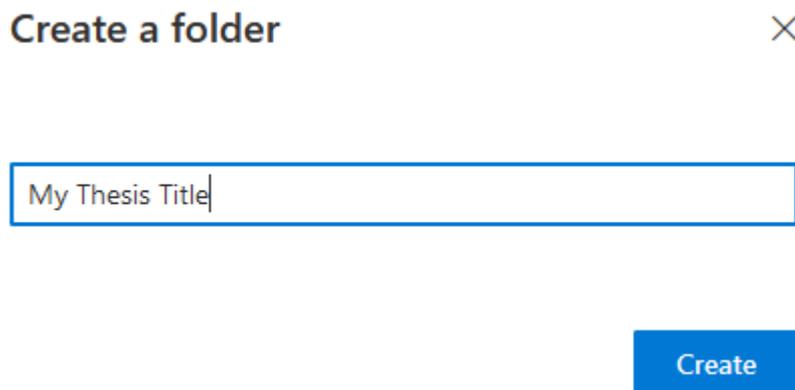
↑ Upload ▾

↻ Sync

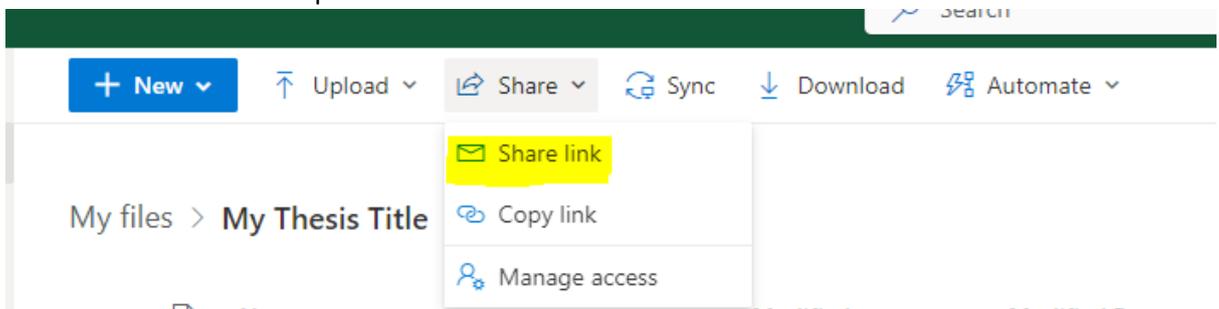
⚙ Automate ▾

 Folder

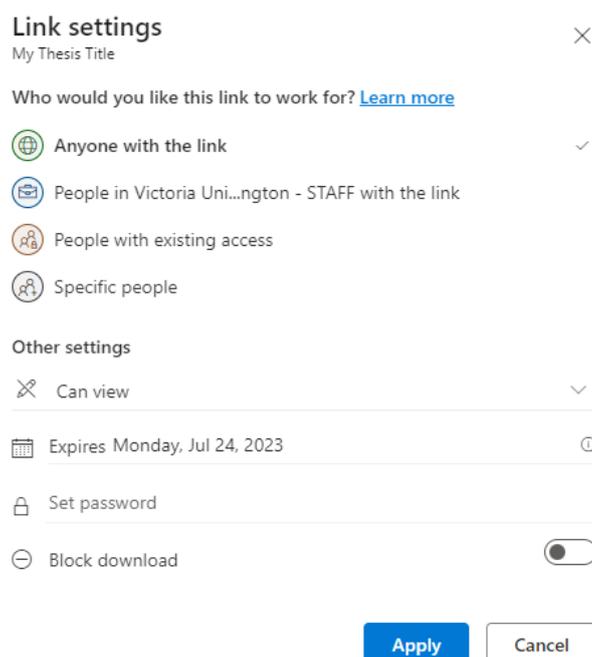
4. Give the Folder a title appropriate to your thesis



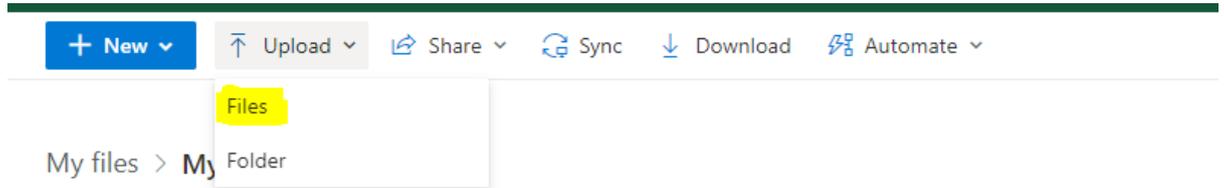
5. To share your folder, select it in your OneDrive and then click "Share" and then "Share Link" on the menu bar at the top of the screen



6. This will open the sharing options. Under "Who would you like this link to work for" select "Anyone with the link" and "Can view" under "Other settings". This will ensure that anyone you send a link to will be able see the files you upload into this folder. (Note: VUW policy requires you to set an expiry date for this link. In this case it is best to leave it at the default option of 180 days in the future.)



7. Now you will need to upload your documents into your new folder. To do this, open your new folder in OneDrive, then click “Upload” and then “Files” on the menu bar at the top of the screen



8. This will open your file explorer window and you can search your computer and select whichever files you want to upload. Once you have uploaded them, they will automatically be shared with anyone who has the link to your folder.

Share your folder with FGR-Exams@vuw.ac.nz to notify them of your submission and to start the examination process