



Overview

For virtual visits, ABHES requires that you provide the meeting room materials electronically to the team of reviewers through Google Drive, OneDrive, SharePoint, or DropBox.

- You must use the file folders provided to you by the assigned ABHES staff member.
- The contents of each shared file that you upload are detailed on the meeting room materials list(s) provided by the ABHES staff member.
- Files should be “read-only.” The evaluation team and/or staff member should not be able to download or edit the shared files.
- Follow the instructions and adhere to the due dates on the confirmation letter, which may be different for various folders of the meeting room materials.
- All shared meeting room materials should be available to the team and/or staff member for the entire duration of the visit and access should be revoked at the close of the visit.
- If the institution wants to use an internal system to share files during the visit (for example, to view faculty or student files), contact the assigned staff member immediately for approval. Detailed instructions for using the institution’s system must be provided to the entire team, and it is the institution’s responsibility to ensure accessibility.
- If you are having technical issues after referring to the applicable instructions below, please email the ABHES staff member assigned to your visit.

The following pages include instructions on using Google Drive, OneDrive, SharePoint, and DropBox to share materials with the team.

Contents

Google Drive – How to create a folder	3
Google Drive – How to share a folder	3
Google Drive – How to stop sharing a folder	3
OneDrive – How to create a folder	4
OneDrive – How to share a folder	4
OneDrive – How to stop sharing a folder	4
Microsoft SharePoint – How to create a folder	5
Microsoft SharePoint – How to share a folder	5
Microsoft SharePoint – How to stop sharing a folder	5
Dropbox – How to create a folder	6
Dropbox – How to share a folder	6
Dropbox – how to stop sharing a folder	6

Google Drive – How to create a folder

1. On your computer, go to drive.google.com.
2. On the left, click New and then Folder.
3. Enter a name for the folder.
4. Click Create.

Google Drive – How to share a folder

1. On your computer, go to drive.google.com.
2. Click the folder you want to share.
3. Click Share Add people.
4. **At the top right, click Get shareable link.**
5. **Next to "Anyone with the link," click the Down arrow.**
6. **Select view only.**
7. **Copy and paste the link in an email to xxxxxxx.**

Google Drive – How to stop sharing a folder

1. On your computer, go to drive.google.com.
2. Click the folder you want to stop sharing.
3. Click Share and then Get link,
4. Under "Get Link", click the Down arrow.
5. Select Restricted.
6. Click Done.

OneDrive – How to create a folder

1. Go to [OneDrive](#) and sign in with your Microsoft account if prompted.
2. On the toolbar, click New.
3. In the menu, click Folder.
4. Enter a name for the new folder.
5. Click the Create button.

OneDrive – How to share a folder

1. Go to [OneDrive](#) and sign in with your Microsoft account if prompted.
2. Pick the file or folder you want to share by selecting the circle in the upper corner of the item.
3. **Select Share at the top of the page.**
4. **Select Anyone with the link can edit and uncheck “Allow editing”**
5. **Click Apply**
6. **Once you're back at the main Share box, select Copy Link to copy the link to your clipboard.**
7. **Copy and paste the link in an email to xxxxxxx.**

OneDrive – How to stop sharing a folder

1. Go to [OneDrive](#) and sign in with your Microsoft account if prompted.
2. Select the file or folder you want to stop sharing.
3. Select Information in the upper-right corner to open the Details pane. (Note: The Information icon is just below your profile picture.)
4. On the Details pane, under the Has Access header, you'll see the People icon, the Links icon, and/or the Email icon. Select Manage access and click stop sharing

Microsoft SharePoint – How to create a folder

1. Go to the SharePoint site, and where you want to create a new folder, open the SharePoint document library.
2. On the menu bar, select + New, and then select Folder.
3. In the Folder dialog, enter a folder name in the Folder Name box, and then select Create.
4. If you don't see your new folder in the library, refresh your browser.

Microsoft SharePoint – How to share a folder

1. Select the file or folder you want to share, and then select Share.
2. **Select the dropdown list to change the type of link. The Details pane opens, and select anyone**
3. **Turn off allow editing**
4. **Copy and paste the link in an email to xxxxxxx.**

Microsoft SharePoint – How to stop sharing a folder

1. Select the file or folder you want to stop sharing.
2. Select Information in the upper-right corner to open the Details pane.
3. On the Details pane, under the Has Access header, select Manage access.
4. To stop sharing the file entirely, click Stop sharing.

Dropbox – How to create a folder

1. [Sign in](#) to dropbox.com.
2. Click New folder.
3. Name your folder.
4. Click Create.

Dropbox – How to share a folder

1. [Sign in](#) to dropbox.com.
2. Click Files in the left column.
3. Hover over the folder you'd like to share.
4. **Click Share.**
5. **On the bottom of the page, click on create link.**
6. **Click on link settings.**
7. **Change settings to anyone with link and view the folder.**
8. **Click on save.**
9. **Click on copy link and paste the link in an email to xxxxxxxx.**

Dropbox – how to stop sharing a folder

1. [Sign in](#) to dropbox.com.
2. Click Files in the left column.
3. Hover over the folder you'd like to share.
4. Click Share.
5. On the bottom of the page, click on link settings.
6. Click on delete link and then delete.
7. Then click on close.