



Overview

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.

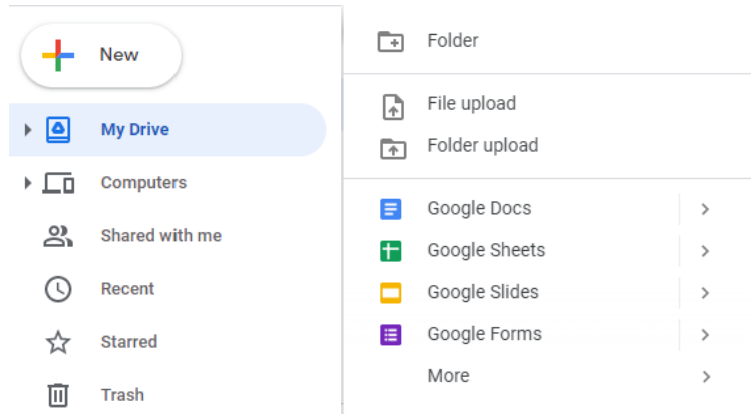
The following pages include instructions on using Google Drive, OneDrive, SharePoint, and DropBox to share materials with the team.

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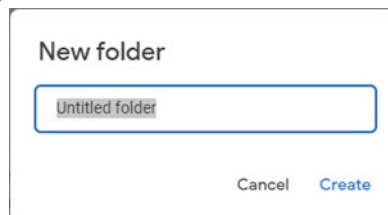
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Google Drive – How to create a folder

1. On your computer, go to drive.google.com.
2. On the left, click New and then Folder.



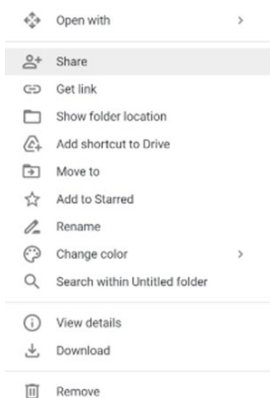
3. Enter a name for the folder.



4. Click Create.

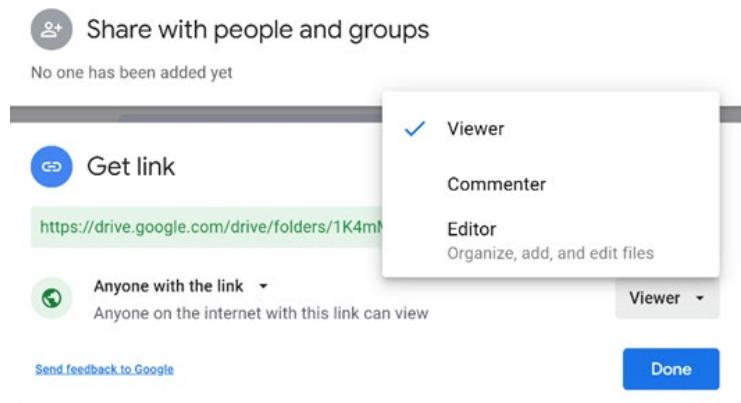
Google Drive – How to share a folder

1. On your computer, go to drive.google.com.
2. Right-Click the folder you want to share.
3. Click "Share".



4. Next to "Anyone with the link," click the Down arrow.

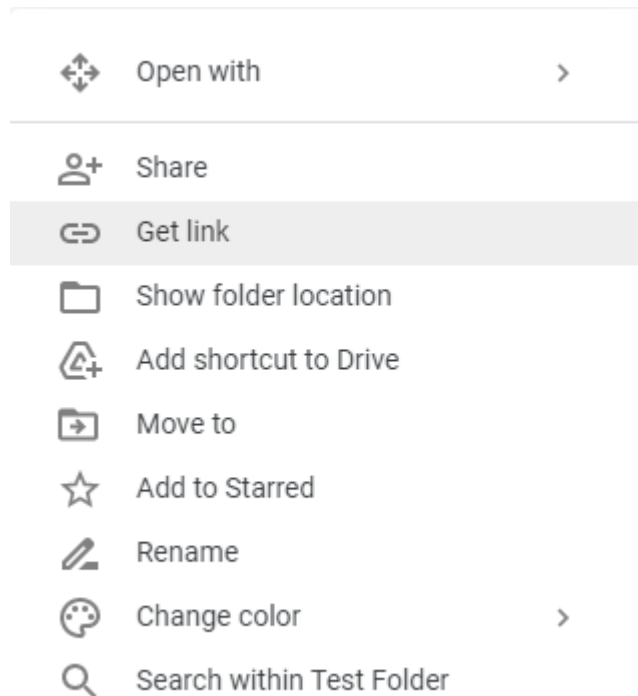
Visit File Sharing Requirements



5. Select "Viewer".
6. Copy and paste the link in an email to xxxxxx.

Google Drive – How to stop sharing a folder


1. On your computer, go to drive.google.com.
2. Right-Click the folder you want to stop sharing.
3. Click "Get link"



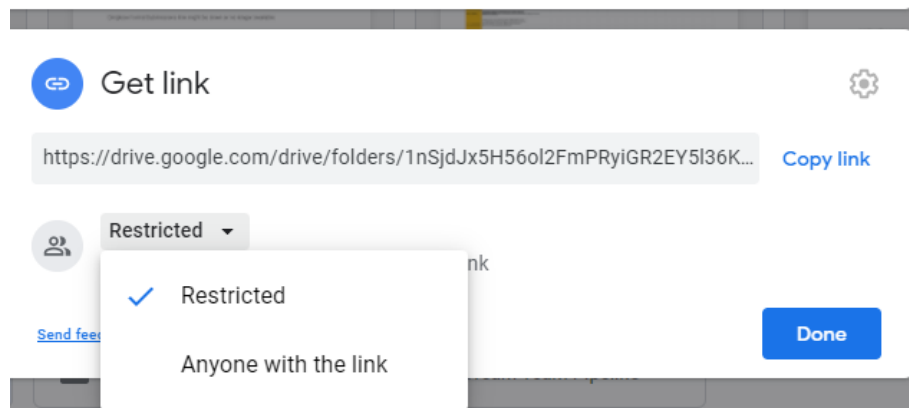
4. Under "Anyone with the link", click the down arrow.

5. Select "Restricted".

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 Share with people and groups

No one has been added yet

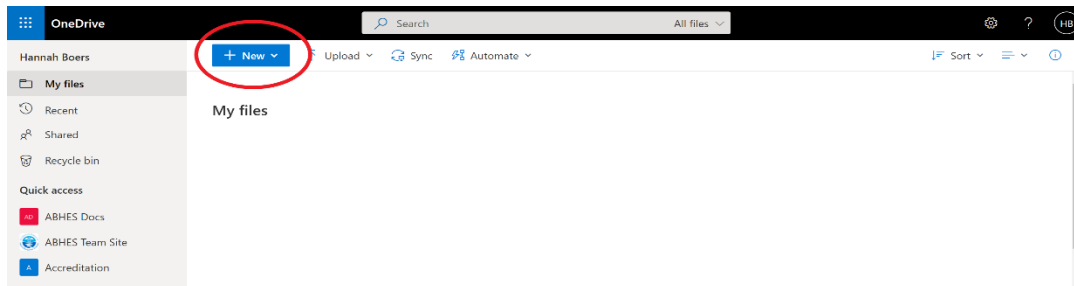


6. Click Done.

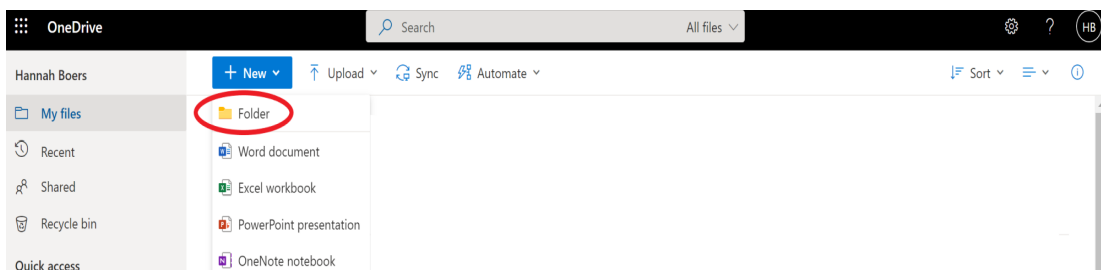
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OneDrive – How to create a folder

1. Go to [OneDrive](#) and sign in with your Microsoft account if prompted.
2. On the toolbar, click New.



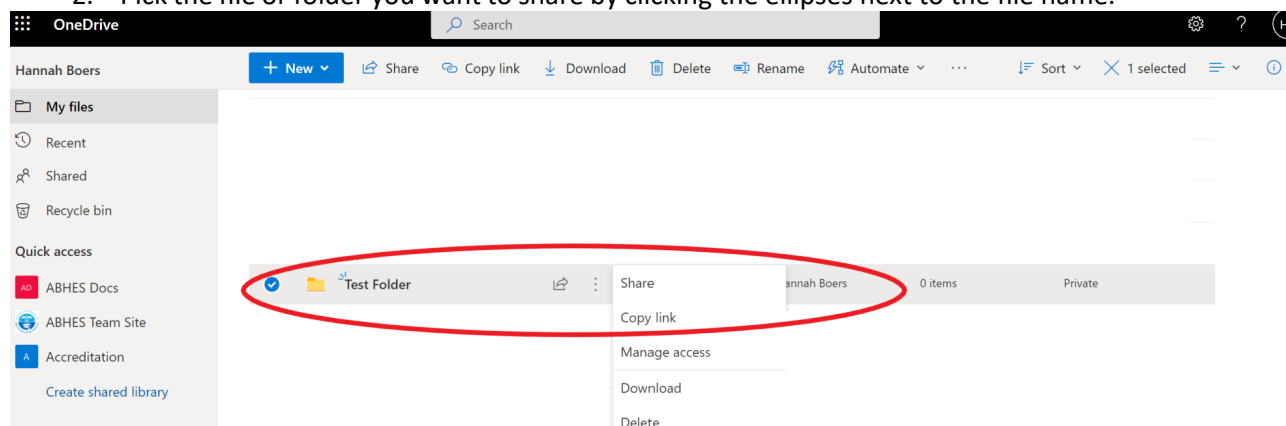
3. In the menu, click Folder.



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 clicking the ellipses next to the file name.

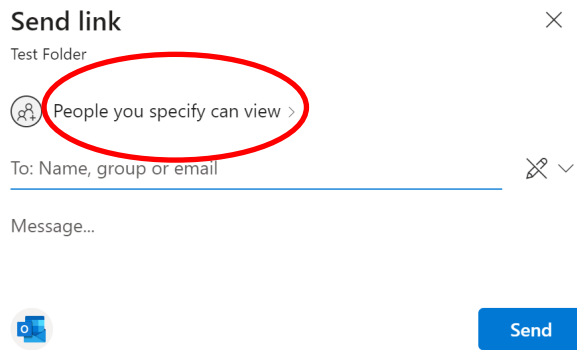


3. Select Share at the top of the the drop down menu.

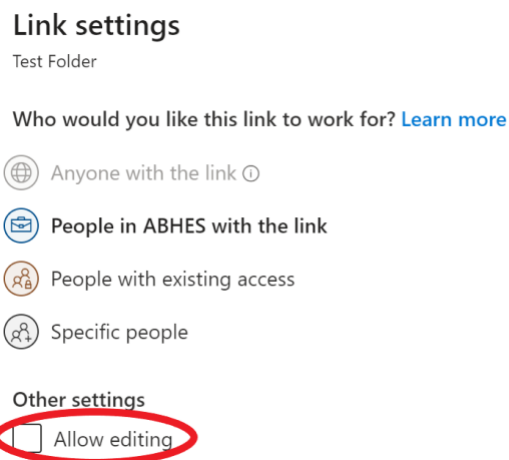
Revised May 2022

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4. Select “Specific People”



5. Uncheck “Allow editing” and click “Apply”



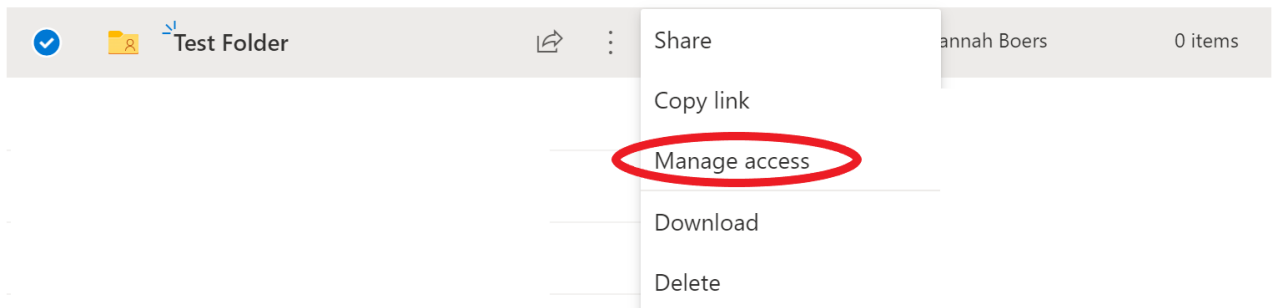
6. Once you’re back at the main Share box, enter the email addresses of team members, including assigned ABHES staff, under “People you specify can view.” .

7. Copy and paste the link in an email to xxxxxxxx.

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 by clicking on the ellipses next to the file name, and selecting “Manage Access”

Visit File Sharing Requirements



3. Select the ellipses next to "Copy" and click on the "X" to remove link, removing access






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.


Documents > Commission > Hannah


	Name ▾	Modified ↓ ▾	Modified By ▾	File Size ▾	File Description ▾	Keywords
<input checked="" type="checkbox"/>	 Test Folder	  3 minutes ago	Hannah Boers	0 items		

2. Select the dropdown list to change the type of link. The Details pane opens, and select anyone


Send link ×

Test Folder

 People you specify can view >

To: Name, group or email  ▾

Message...

 Send

Visit File Sharing Requirements

3. Turn off allow editing

Link settings ×

Test Folder

Who would you like this link to work for? [Learn more](#)

- Anyone with the link ✓
- People in ABHES with the link
- People with existing access
- Specific people

Other settings

- Allow editing

Set expiration date ×

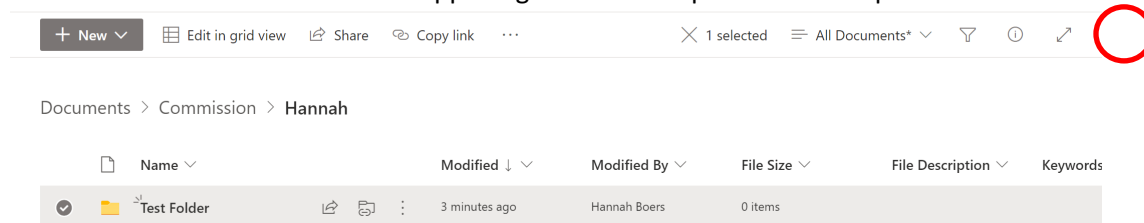
Set password

Apply Cancel

4. Copy and paste the link in an email to xxxxxxxx.

Microsoft SharePoint – How to stop sharing a folder

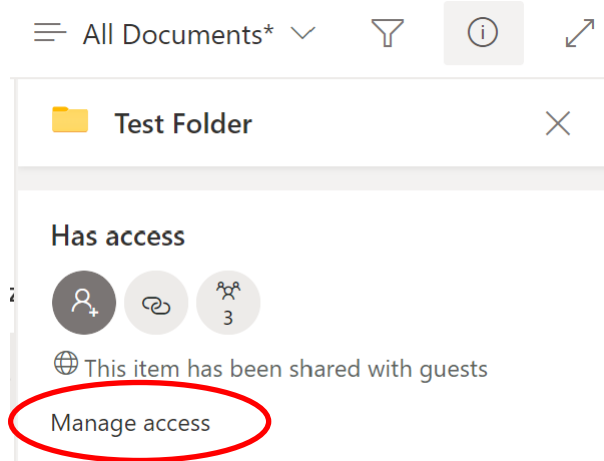
1. Select the file or folder you want to stop sharing.
2. Select Information in the upper-right corner to open the Details pane.



Documents > Commission > Hannah

Name	Modified	Modified By	File Size	File Description	Keywords
<input checked="" type="checkbox"/> Test Folder	3 minutes ago	Hannah Boers	0 items		

3. On the Details pane, under the “Has Access” header, select Manage access.



All Documents* Filter Information Share

Test Folder ×

Has access

3

This item has been shared with guests

Manage access

Visit File Sharing Requirements

4. To stop sharing the file entirely, click the "X" to remove the link from those shared to.

This link works for

Specify people for this link



De'Vante Allen
Accreditation Coordinator

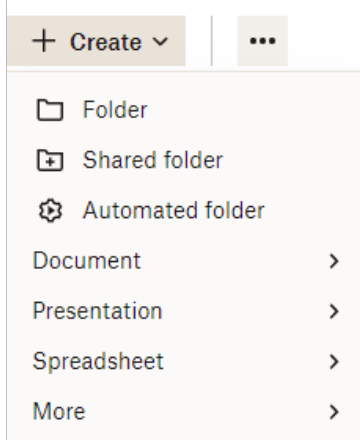


Apply

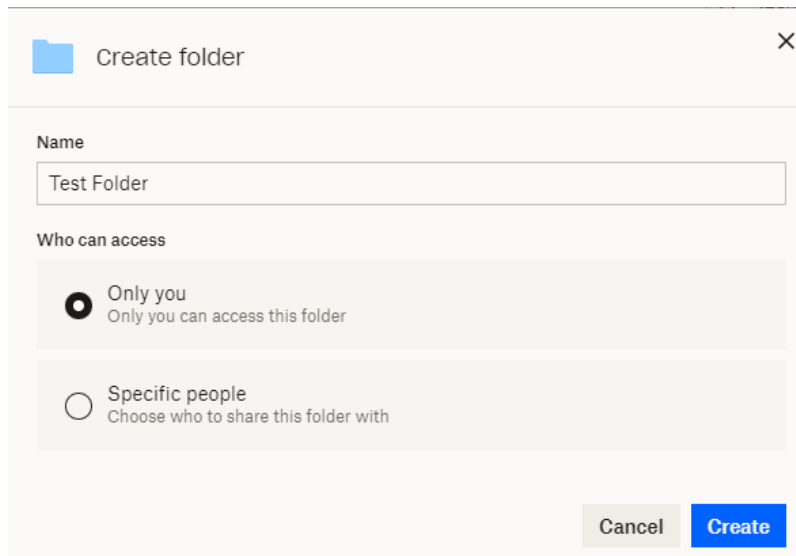
Cancel

Dropbox – How to create a folder

1. [Sign in](#) to dropbox.com.
2. Click the drop down arrow on the “Create” button. .



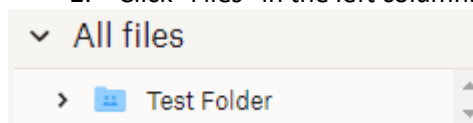
3. Select “Folder”
4. Name your folder.
5. Select who has access to the folder.



6. Click Create.

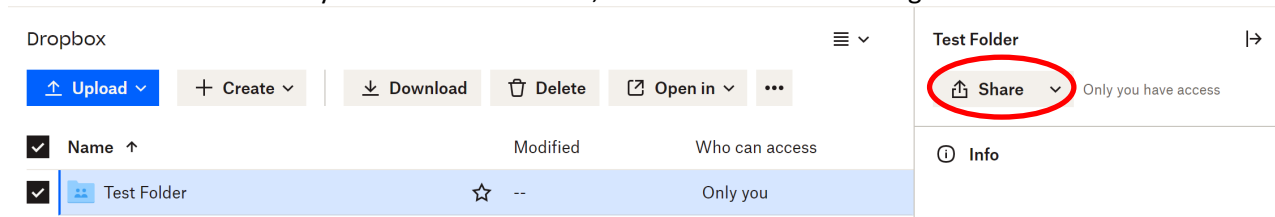
Dropbox – How to share a folder

1. [Sign in](#) to dropbox.com.
2. Click “Files” in the left column.

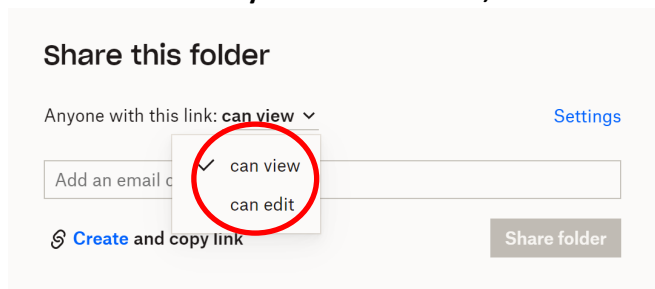


Visit File Sharing Requirements

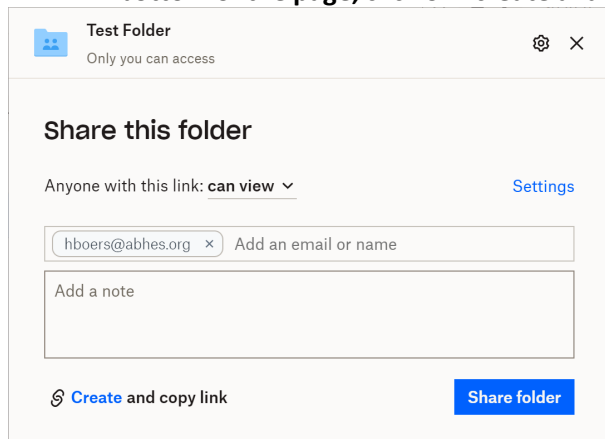
3. Select the folder you would like to share, and click “Share” on the right hand side.



4. Under “Anyone with this link”, select “can view.”



5. Enter the email addresses of the team members, including assigned ABHES staff, and on the bottom of the page, click on “create and copy link.”




6. Paste the link in an email to team members, including assigned ABHES staff.

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” icon.
5. Select “Settings.”
6. Click on delete link and then delete.

Visit File Sharing Requirements

 People with this link can view

[Delete link](#)

7. Click "Delete"