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 with your visit confirmation letter.

- The contents of each shared file that you upload are detailed on the meeting room materials list(s) provided with the confirmation letter.

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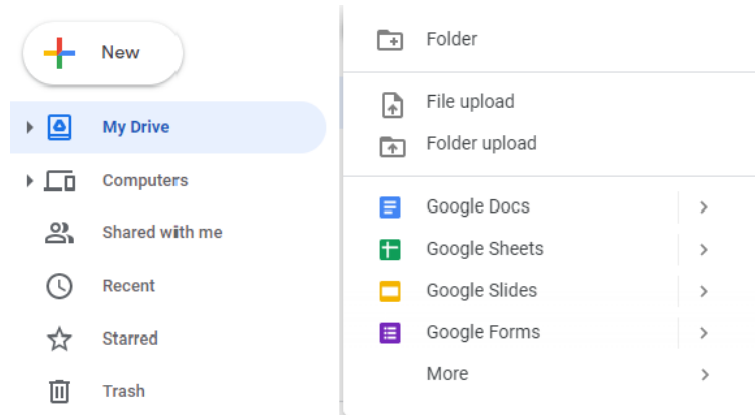
The following pages include instructions on using Google Drive, OneDrive, SharePoint, and DropBox to share materials with the team.
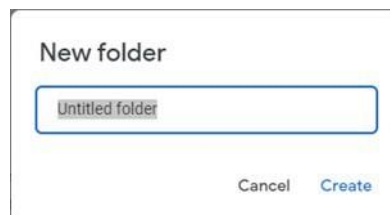
Contents

Google Drive – How to create a folder

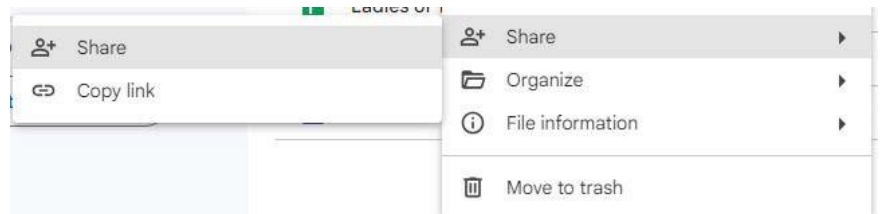1. On your computer, go to drive.google.com.
2. On the left, click New and then Folder.
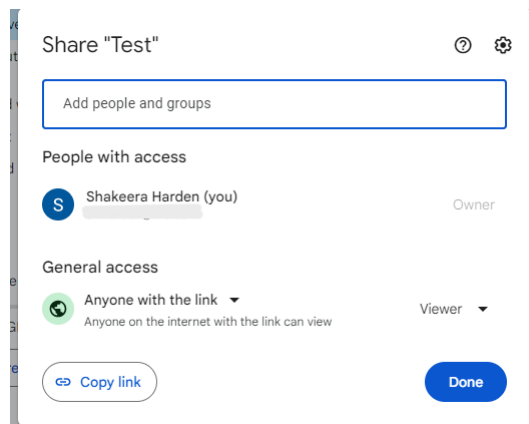
3. Enter a name for the folder.

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.
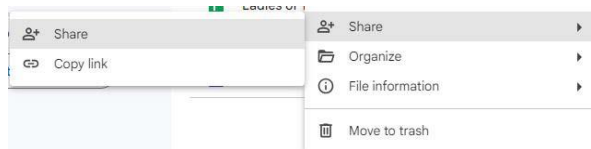3. Click "Share".

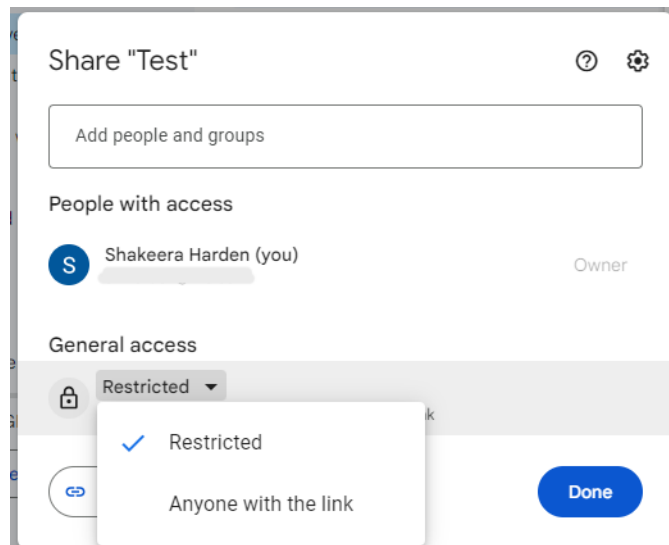4. Next to "Anyone with the link," click the Down arrow.

5. Select "Viewer".
6. 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.
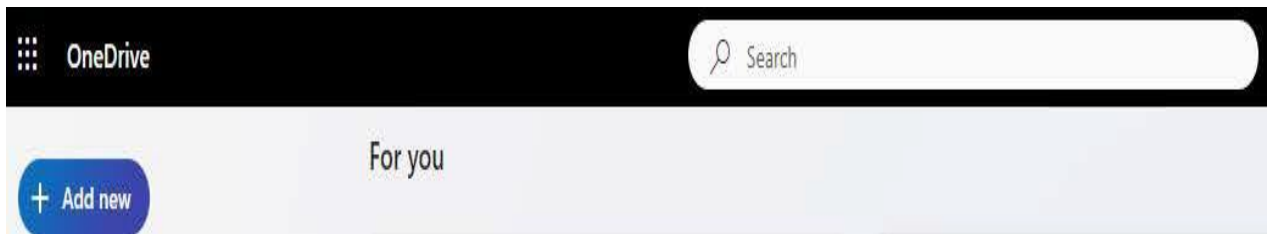2. Right-Click the folder you want to stop sharing.
3. Click " Share "

4. Under "General access", click the down arrow
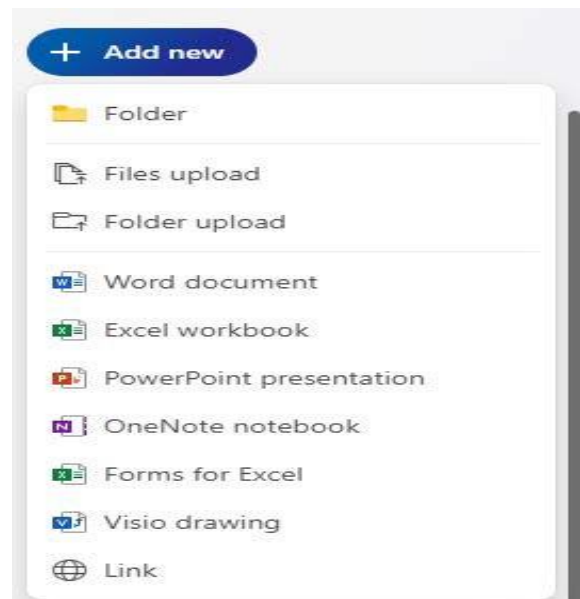
5. Select "Restricted

6. Click Done.

OneDrive – How to create a folder

1. Go to OneDrive and sign in with your Microsoft account if prompted.
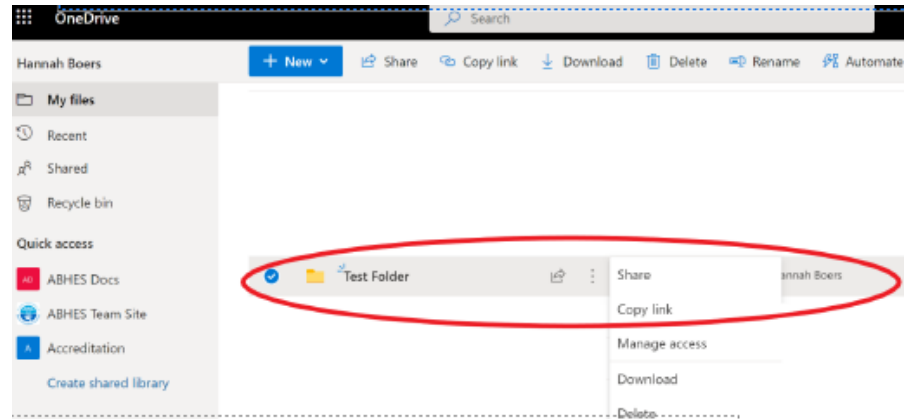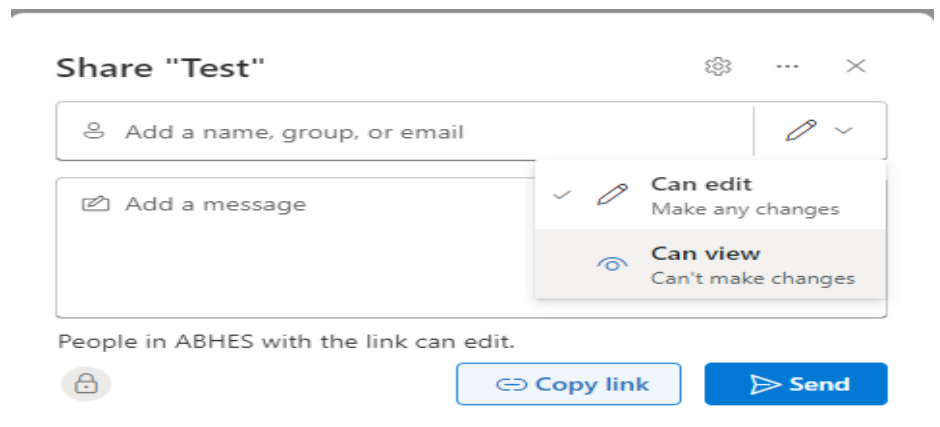2. On the toolbar, click Add New

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.
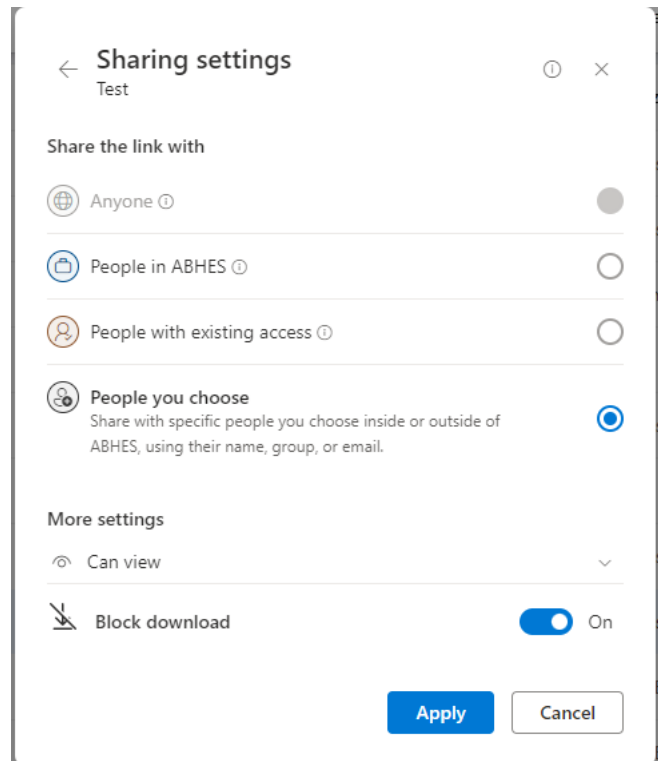2. Pick the file or folder

3. Select Share at the top of the drop down menu
4. Click the down arrow and select "Can View"

5. Click "People in ABHES with the link can edit."

6. Select "People you choose" and turn "Block download" on. Click Apply.


7. Once you're back at the main Share box, enter the email addresses of team members, including assigned ABHES staff, in the "Add a name, group, or email" box.

8. 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 by clicking on the ellipses next to the file name and selecting "Manage Access."
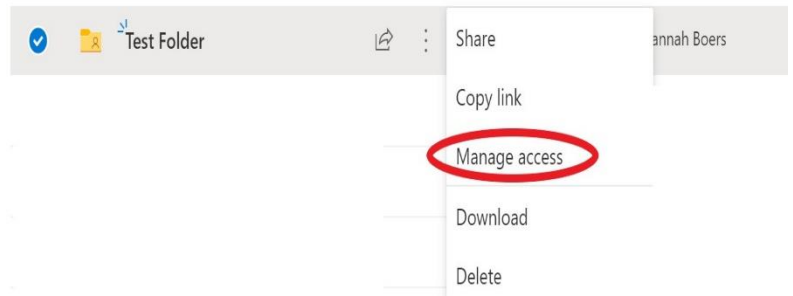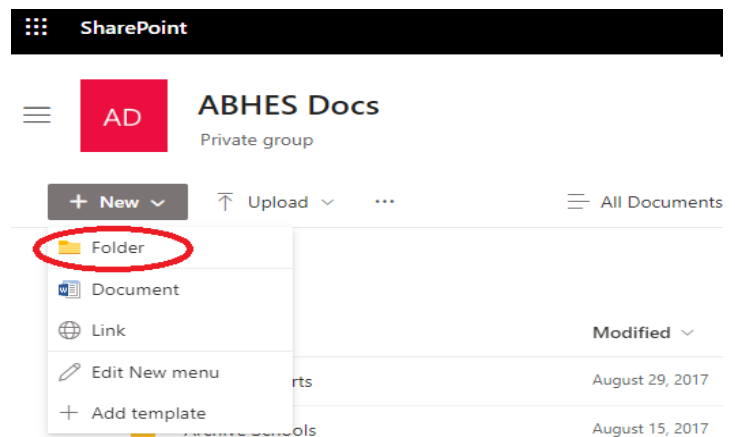
3. Click the "trash can" next to the link to be deleted.

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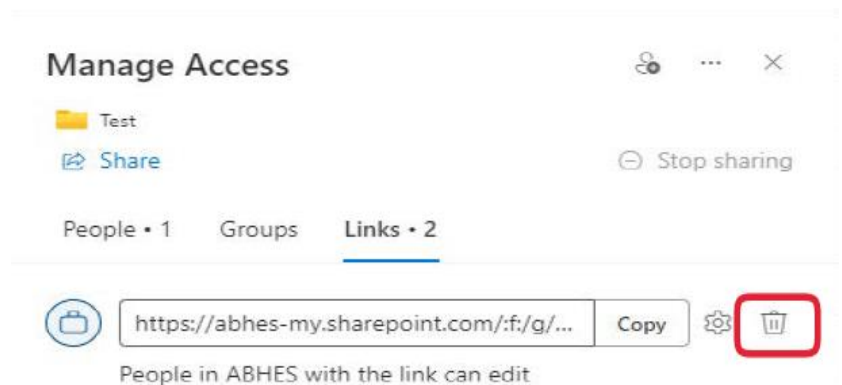
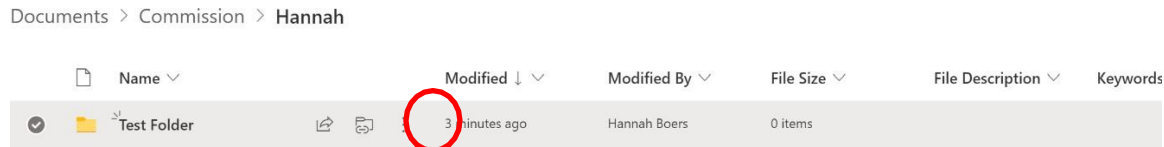## Microsoft SharePoint – How to create a folder

1. Go to the SharePoint site, and where you want to create a new folder,
    open the SharePoint document library.
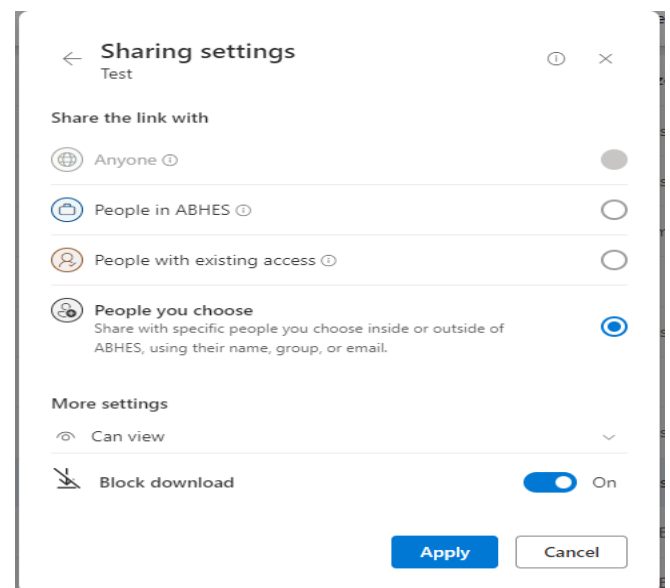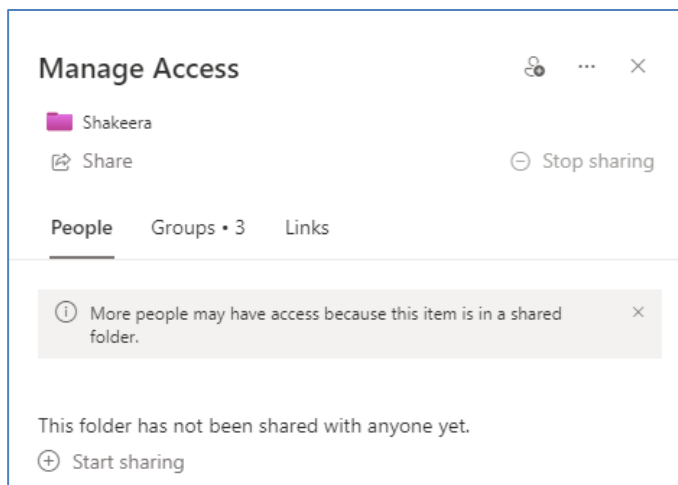2. On the menu bar, select + New, and then select Folder.

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
✓	📁 Test Folder			3 minutes ago	Hannah Boers	0 items		

2. Click the three epilepsies and select "Manage access".
3. Click "Share" in the dialog box.

4. Under "Share the link with", select People you choose"
5. Under " More settings" select "can view" and turn "block download" to on. Select apply.
6. Once you're back at the main Share box, enter the email addresses of team members, including assigned ABHES staff, in the "Add a name, group, or email" box.
7. Copy and paste the link in an email to xxxxxxx

Revised January 2024

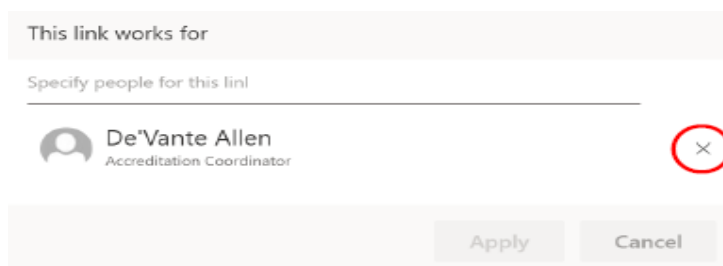## Microsoft SharePoint – How to stop sharing a folder

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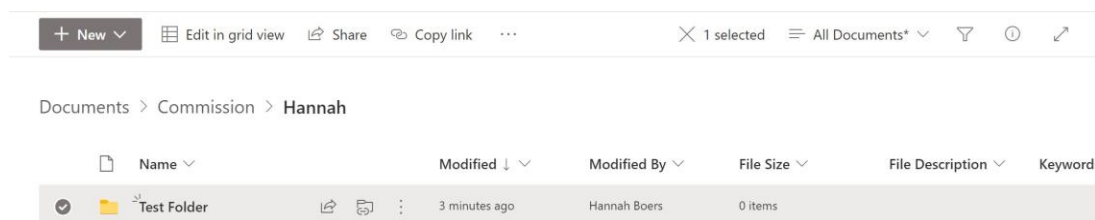
3. On the Details pane, under the "Has Access" header, select Manage Access.
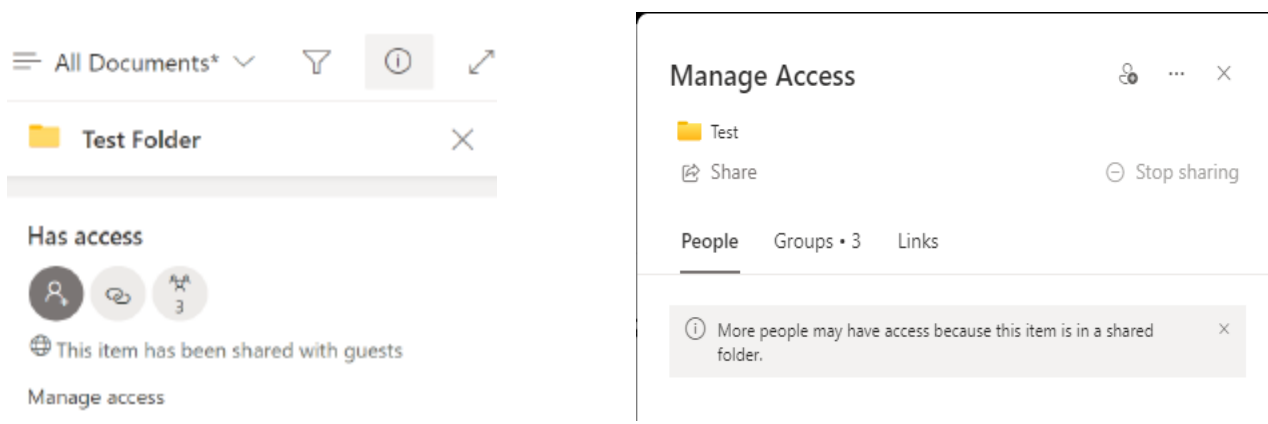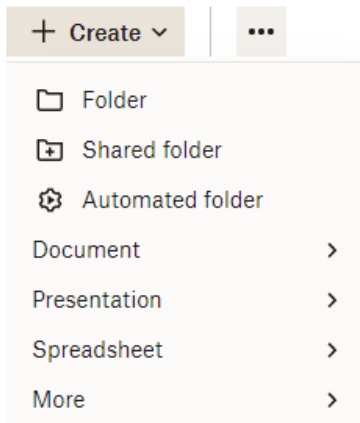

4. To stop sharing the file entirely, click the "x" to remove the link from those shared to.
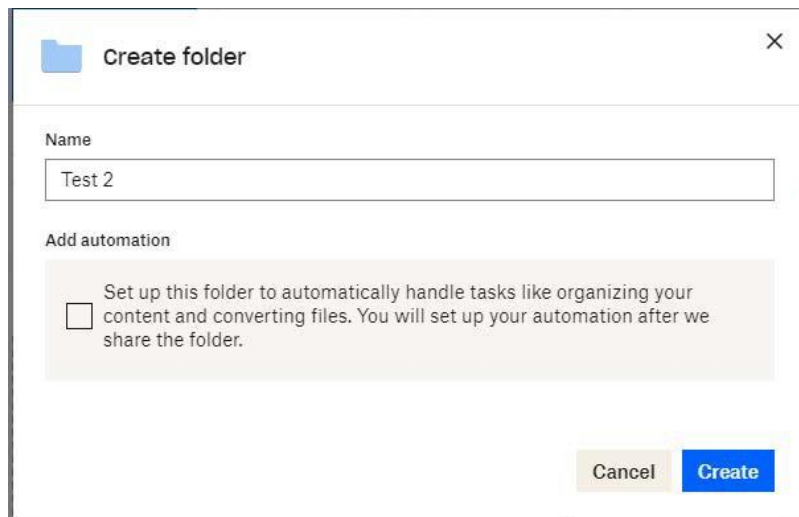
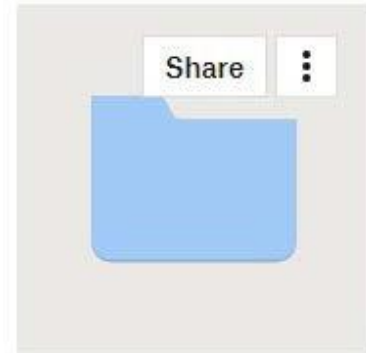## Dropbox – How to create a folder

1. Sign in to dropbox.com.

2. Click the drop down arrow on the "Create" button. .
3. Select "Folder"
4. Name your folder.
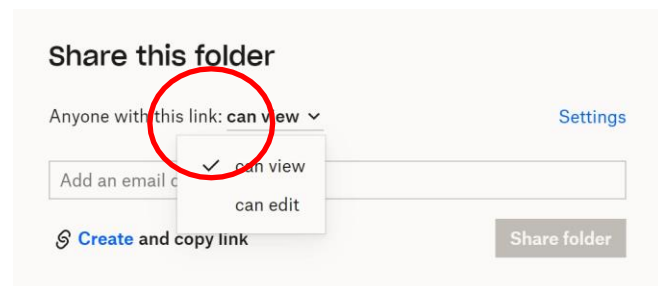5. Click Create

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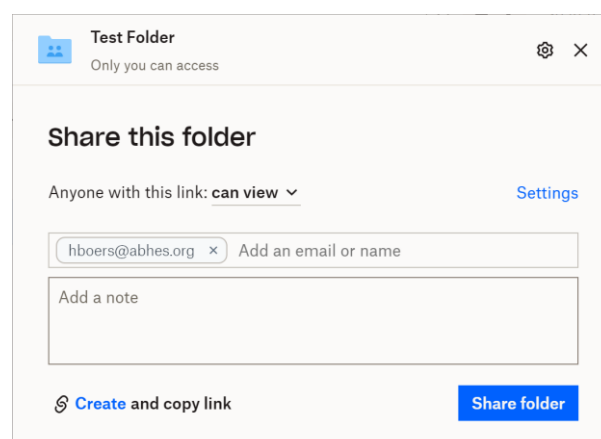
Dropbox – How to share a folder

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

14

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."

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