

OneDrive: File Sharing – Viewing Shared Files

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Introduction

This guide will walk through how to view all files that were shared by you or shared with you through OneDrive.

Viewing Shared Files

- 1. Open an internet browser and go to: <u>myapps.southernct.edu</u>.
- 2. Sign in using your full SCSU email address and password.

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Sign in	← otusowl@southernct.edu
otusowl@southernct.edu	Enter password
Can't access your account?	••
Sign-in options	Forgot my password
Next	Sign in

3. Authenticate your account if prompted.

Southern Connecticut State University	
otusowl@southernct.edu	
Enter code	
Uke texted your phone +X XXXXXXXX36. Please enter the code to sign in.	
Code	6
Don't ask again for 60 days	
Having trouble? Sign in another way	
More information	

4. Select the "Apps" tab towards the top of the page to view additional apps.

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5. Scroll to find the "OneDrive" app and select to open.

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Calendar	Delve Don	nain Controller Services	Excel	Forms	Lists
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MicrosoftAzureActiveAuthn	MyAnalytics	OneDrive	OneNote	Outlook	People
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6. Select "Shared" from the left-hand menu.

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D My files													^
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Recycle bin	,		Name ~			Modified ~	Mod	ified By ~	File size ~	SI	naring		

7. You will now see to tabs at the top of the page titled "Shared with you" and "Shared by you". Select either to view files that were shared in either of these ways.

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Otus Owl	Shared with you Shared by you
🗅 My files	
S Recent	Popular around you
g ^R Shared	
Recycle bin	