Requesting Files in OneDrive/SharePoint
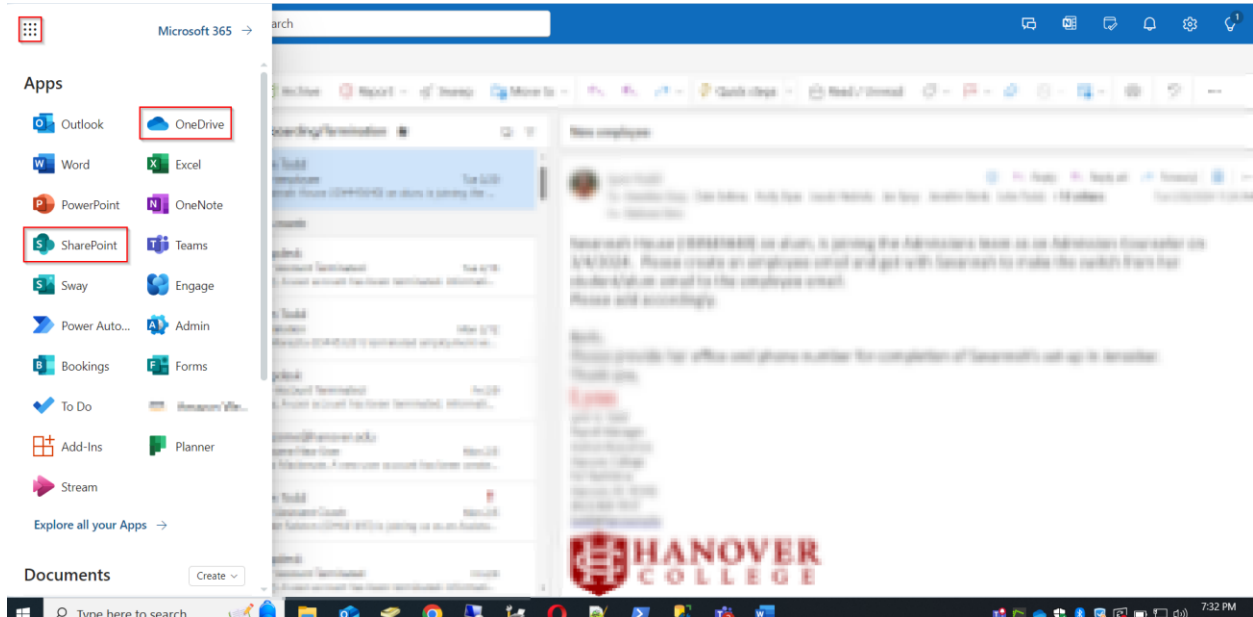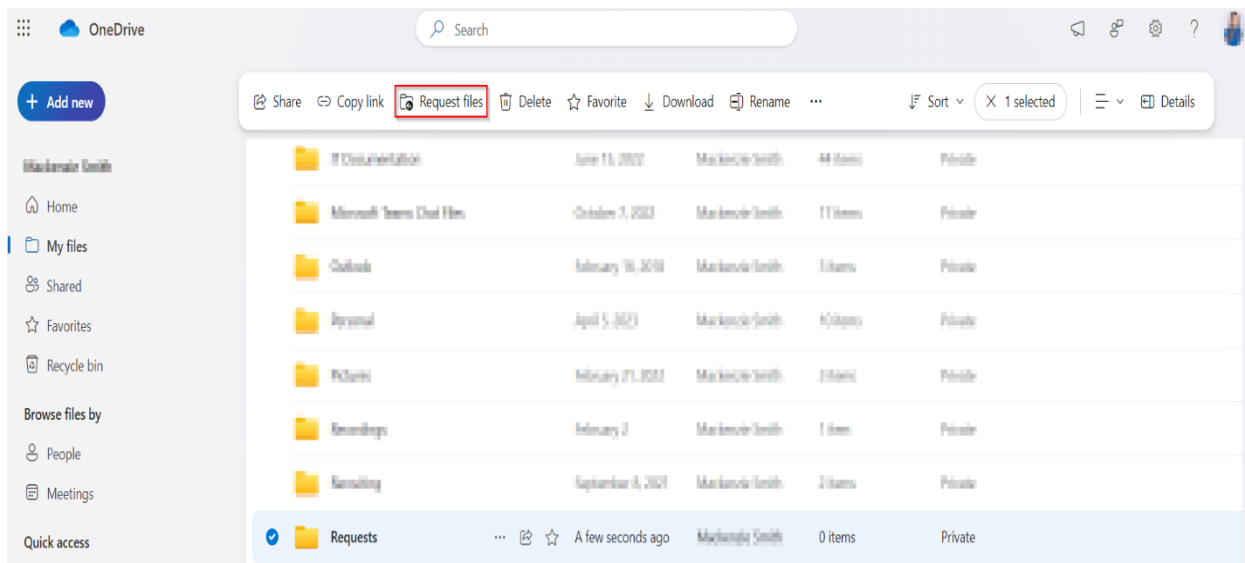
1. Open OneDrive or SharePoint online. These applications can be found at: https://mail.hanover.edu in your apps gallery.

2. Locate or create the folder you would like to place the requested documents in and select the folder. Then click the "Request files" button.

3. The send request popup will appear. You will be asked to name the files you are requesting so the user you are requesting them from will know what file(s) you want uploaded. Click the "Next" button when you are finished.

Request files for this folder

Let the recipients know which files you're requesting.

Financial Aid Report Feb 2024

Recipients will only see the file description you've entered and can only upload files to this folder.

Next   Cancel

4. Next, you can either copy the link provided and send it to the users you'd like to request files from, or you can type in the user's email address, and they will receive an email with your request. Click the send button after typing in the user's email address.

Send file request

Here's the link people can use to upload files

https://hanovercollege.sharepoint.com/:f:/s/Requesting...   Copy link

Anyone with the link can upload files

Or you can send it via email

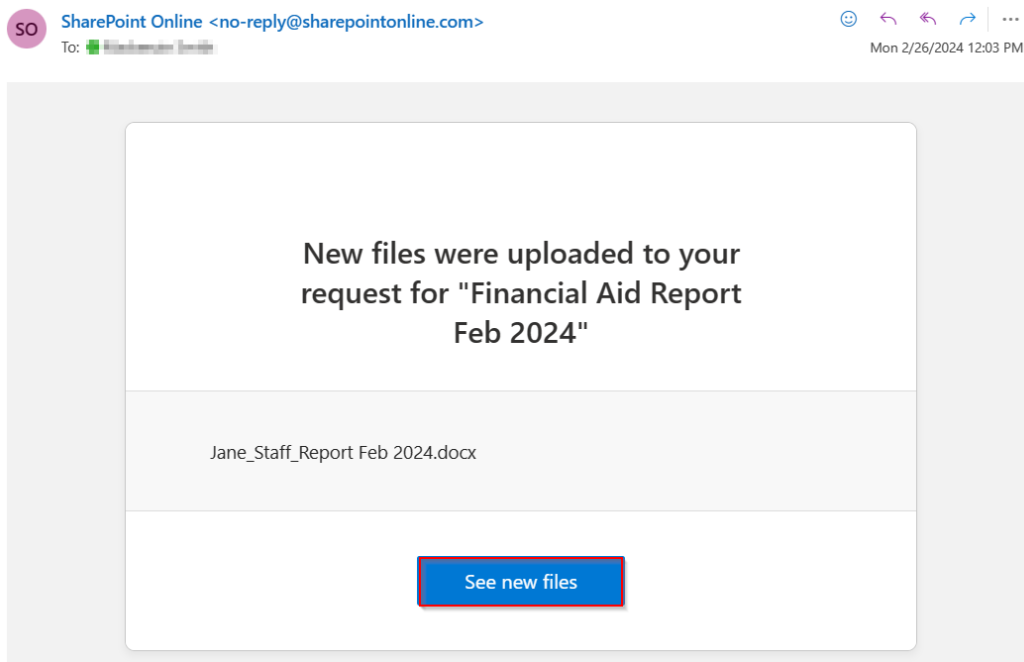Jane Staff ✕

Add another

Message...

Send

Your file request was sent!

We will notify you when someone uploads files.

Note: if you choose to share the link with others, anyone that has the link will have permission to upload files. If you send it via email, only the users you have specified have permission to upload files.

5. Once the user has uploaded the requested file(s) you will receive an email informing you of the upload. Click "See new files" to view the folder.

SharePoint Online <no-reply@sharepointonline.com>
To: ███████████

Mon 2/26/2024 12:03 PM

New files were uploaded to your request for "Financial Aid Report Feb 2024"

Jane_Staff_Report Feb 2024.docx

See new files

Documents > **Reports**

	Name ∨	Modified ∨	Modified By ∨	+ Add column
📄	Jane_Staff_Report Feb 2024.docx	7 minutes ago	Guest Contributor	
📄	May 2020.docx	Yesterday at 4:40 PM	████████	
📄	May 2021.xlsx	Yesterday at 4:41 PM	████████	

Note: The user(s) you have requested files from will have no knowledge of where this folder is located, what files are in it, or who else has access to it. You will need to set permissions for them to view/edit within the access permissions of the folder if wanted.