**Saving your portfolio on OneDrive**

**To access OneDrive**

1. Log into your UWRF email (Office 365 Outlook)
2. In the top left corner of the window, click on the 'grid' icon (this should display the various Office 365 apps available)
3. Click on 'OneDrive'

**To create your Portfolio in OneDrive**

1. Access/open OneDrive (see instructions above, if needed)
2. Once OneDrive is open, on the top menu bar, click '+new'
3. Select the 'folder' option
4. When prompted, title the new folder 'Portfolio' (in your list of files, you should now have a new file titled Portfolio displayed)
5. Enter into this file by clicking on it

**To upload documents into OneDrive**

1. Enter into your Portfolio file by clicking on it
2. On the top menu bar, click 'upload'
3. Select the 'file' OR 'folder' option
   1. If uploading one document, select 'file'.
   2. If you have multiple documents all located in one folder on your computer, select 'folder'. If you need to upload multiple files for one artifact, you should create a folder.
4. Select file/folder you would like to upload
5. Click to 'Open'
6. Files/folders should then upload into OneDrive

**To hyperlink documents in OneDrive (Windows computer)**

1. Open OneDrive (see instructions above)
2. Ensure all documents are uploaded to OneDrive (see instructions above; ALL documents you intend to submit/link should be uploaded, including the PowerPoint itself)
3. Click on your portfolio PowerPoint to open (This will open in a new tab)
   1. If the document does not say Read Only, you can follow the next steps, as you are in editing mode and can make changes in the internet browser.
   2. If the document says Read Only, follow prompts to enable editing.
   3. Any changes you make with the PowerPoint open in your browser will be updated in OneDrive when you save your work.
4. Leaving the PowerPoint open in your browser, return to your OneDrive (this should be in another tab already open)
5. Select the document you wish to hyperlink. Click on the 3 vertical dots next to the name of the document (show actions) and select Copy link. A small window will pop up that says 'Link copied'
   1. If you are unsure that the link is working, you can prompt to copy within that window (Copy button next to the listed link).
6. Return to your portfolio PowerPoint. Find the slide and text you wish to link with the document
7. Highlight the desired text for the link. Right-Click and select 'Link'
8. A new box will pop up. Ensure the Display text lists the correct document (ex. Behavior Self-Change Project). In the Address line, Ctrl + V to paste the copied link of the document from your OneDrive (the link will likely start with uwrf-my.sharepoint.com; if not, return to step 5 and re-copy the desired link). Select OK.
9. Your artifact should now be hyperlinked in your portfolio PowerPoint on OneDrive and should be accessible with anyone your drive or Portfolio folder has been shared with

**To hyperlink documents in OneDrive (Apple computers)**

1. Open OneDrive (see instructions above)
2. Ensure all documents are uploaded to OneDrive (see instructions above; ALL documents you intend to submit/link should be uploaded, including the PowerPoint itself)
3. Click on your portfolio PowerPoint to open. If prompted, click “Open in browser”; **DO NOT** “Open in app” (this will not save any changes you make in OneDrive and your linked documents will not be accessible/open when clicked on).
   1. If the document does not say Read Only, you can follow the next steps, as you are in editing mode and can make changes in the internet browser.
   2. If the document says Read Only, follow prompts to enable editing.
   3. Any changes you make with the PowerPoint open in your browser will be updated in OneDrive when you save your work.
4. Leaving the PowerPoint open in your browser, return to your OneDrive (this should be in another tab already open)
5. Select the document you wish to hyperlink. Click on the 3 vertical dots next to the name of the document (show actions) and select Copy link. A small window will pop up that says 'Link copied'
   1. If you are unsure that the link is working, you can prompt to copy within that window (Copy button next to the listed link).
6. Return to your portfolio PowerPoint. Find the slide and text you wish to link with the document
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8. A new box will pop up. Ensure the Display text lists the correct document (ex. Behavior Self-Change Project). In the Address line, Ctrl + V to paste the copied link of the document from your OneDrive (the link will likely start with uwrf-my.sharepoint.com; if not, return to step 5 and re-copy the desired link). Select OK.
9. Your artifact should now be hyperlinked in your portfolio PowerPoint on OneDrive and should be accessible with anyone your drive or Portfolio folder has been shared with

**To view hyperlinked items (and make sure hyperlinks work):**

1. You must open the PowerPoint portfolio file in OneDrive, then click on 'Open' from the top menu bar (select either option: 'Open in PowerPoint Online' or 'Open in PowerPoint')
2. You then should be able to click on the hyperlinks (either when viewing as a slide show OR if you right click in the hyperlink and select 'open hyperlink') and linked documents should be displayed/downloaded

**To share documents on OneDrive with others:**

1. Open OneDrive (see instructions above)
2. Click on the file/folder you would like to share (a blue circle with a check mark should appear to the left of the document title)
3. Make sure to share the 'Portfolio' folder (includes artifacts and PowerPoint within) and not just the portfolio PowerPoint otherwise the hyperlinks will not work for the person you are sharing it with
4. From the top menu bar, click 'share'
5. Enter name or email address of person you would like to share the file/folder with (including a message is optional)
6. Click 'share'
7. These individuals will not be able to view the files/folders

**NOTES (these are IMPORTANT):**

- Files you would like to upload to OneDrive cannot contain file names with the following characters: " ? < > # % / \

- OneDrive can't upload empty folders or empty files

- Sometimes when editing a document through OneDrive, a pop up will say it needs to convert the document to a different version of the platform (ex. a newer/older version of PowerPoint), it is okay for you to convert; however, sometimes it will then save multiple versions of the document on OneDrive, ensure you keep the most updated version (and delete the older versions) on OneDrive

- Do NOT hyperlink your artifacts prior to uploading documents to OneDrive (the hyperlinks will not transfer in all viewing modes, and you will have to re-link once in OneDrive)

- If you do hyperlink prior to uploading to OneDrive, hyperlinks do NOT work in all viewing/access modes (if you click on and open up your PowerPoint portfolio from OneDrive, then click 'edit presentation' from the top menu bar and select the 'edit in PowerPoint' option, then hyperlinks WILL work; they will NOT work for any other viewing modes, ie. Viewing directly in OneDrive OR in the 'edit presentation, edit in browser' option, OR for individuals you share the file with, like when you share/submit to professors)