

Create a file request in OneDrive

With the file request feature in OneDrive, you can choose a folder where others can upload files using a link that you send them. The users that you request files from cannot see what's in the folder - they can only upload files to it.

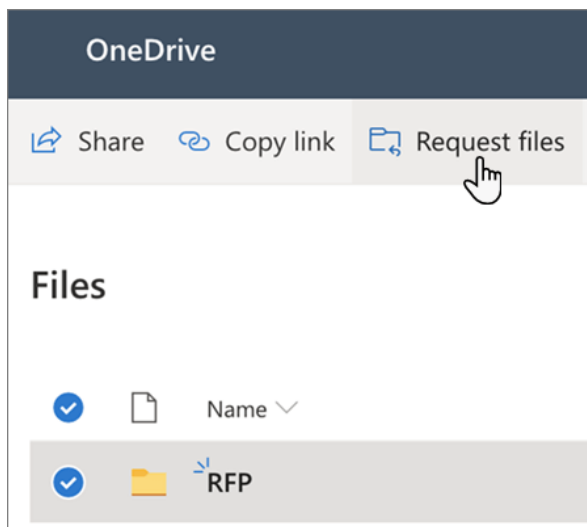
With a file request:

- Anyone can send you a file - they don't need to have OneDrive.
- All the files sent to you are saved in a single folder that you choose.
- People who respond to your request can only upload files. They do not have view or edit access to your OneDrive.

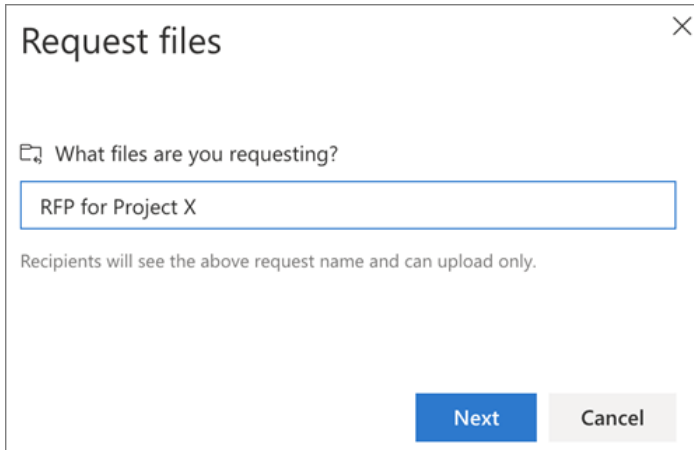
Requesting files

Here's how to request files:

1. Create a folder in OneDrive that you would like files to be uploaded.
2. Select this folder, click **Request files**.

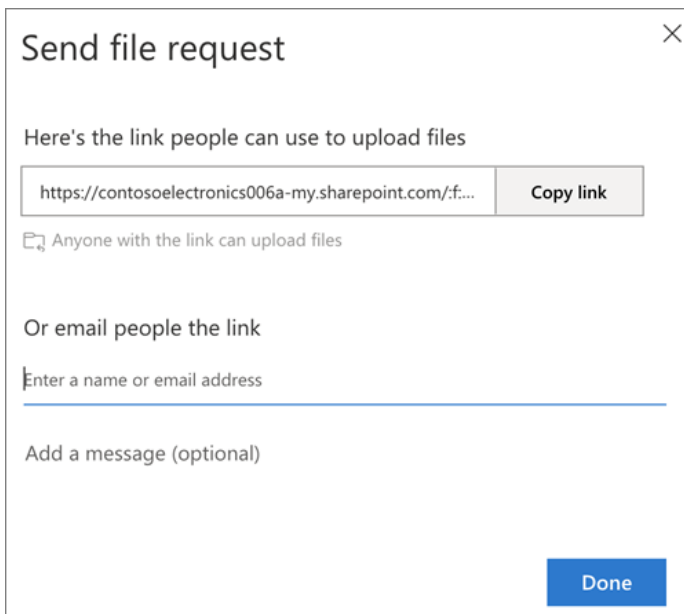


- Under **What files are you requesting**, enter a descriptive name for the files you are requesting from others. (They'll see this description when they get the file request.)



The screenshot shows a dialog box titled "Request files" with a close button (X) in the top right corner. Below the title is a text input field with the placeholder text "What files are you requesting?". The input field contains the text "RFP for Project X". Below the input field is a note: "Recipients will see the above request name and can upload only." At the bottom of the dialog box are two buttons: "Next" (highlighted in blue) and "Cancel" (greyed out).

- Click **Next**.
- You can click **Copy link** to copy the request link and send it to anyone you would like to request files from (copying and pasting the link into an email application), or you can enter the email address or addresses of the people you want to request files from. You can also type a message that will be included in the email that OneDrive sends to them.



The screenshot shows a dialog box titled "Send file request" with a close button (X) in the top right corner. Below the title is the text "Here's the link people can use to upload files". Below this text is a text input field containing a URL: "https://contosoelectronics006a-my.sharepoint.com/:f...". To the right of the input field is a button labeled "Copy link". Below the input field is a note: "Anyone with the link can upload files". Below this note is the text "Or email people the link". Below this text is a text input field with the placeholder text "Enter a name or email address". Below the input field is the text "Add a message (optional)". At the bottom right of the dialog box is a blue button labeled "Done".

- Click **Done**.

You'll receive a notification email whenever someone uploads files to your file request folder.

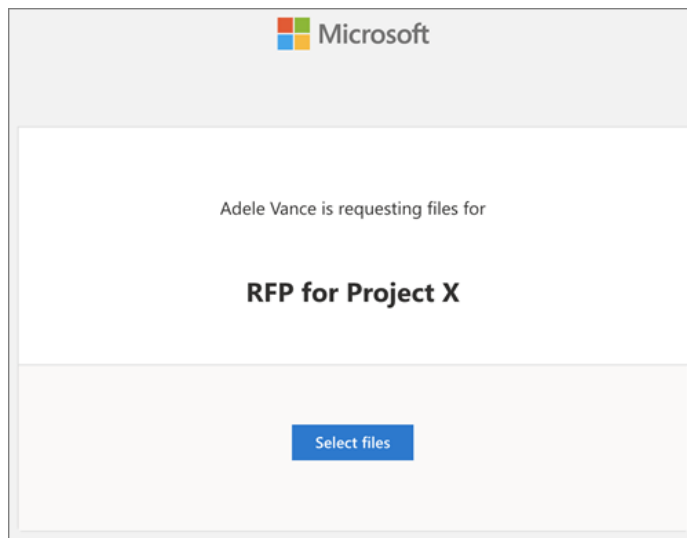
If you want to edit the descriptive name of the file request, select the folder and click **Request files** again, then change the name. The people you sent the request to will see the new name when they upload files.

Getting a file request - Recipient

Anyone with the link will be able to upload files to the request. However, they aren't able to see or edit other contents in the folder or see who else is able to upload files.

Have the recipients access the email (which will contain the link) from the device they will be uploading the file from.

When recipients click the link, they'll see:



1. Click **Select files**, browse to the appropriate folder, and select the file being requested.
 - iPhone users will have the option to either access their camera directly to record their message right there OR access their photo library to attached any photos or videos they may have.

- If recipients access the link from a desktop computer, they will have to navigate to the folder that contains they files they would like to attach.
2. If you need to add additional files, click **Add more files**.
 3. Fill in First and Last name (this is purely for file naming – NOT for tracking).
 4. When you've selected all the requested files, click **Upload**.

Microsoft

Adele Vance is requesting files for

RFP for Project X

Proposal 5-28-19.pdf ×

+ Add more files Total 1 file 1.30 MB

First name * Last name *

John Doe

Upload

5. Recipients will get another notification once their files have been successfully uploaded.

Microsoft

Hey John Doe, your upload was successful!

We'll let Adele Vance know that you uploaded files.

Upload more