

How a Marist User Can Access Large Documents via One Drive

Important Notes:

- a. This process can be used for a Marist User to request files from an outside recipient. The size of the files should be well below the storage limit. If you have a need to transfer or share very large files, please contact the Help Desk for further assistance.
- c. The **Request File** folder should only be used for file requests. It is best to then move the file into a permanent location such as another folder in OneDrive or on your Marist campus share.

Marist User Requesting an Outside Recipient to Send Them Files

1. Log into Office 365 Account through your web browser, click on **"App Launcher"** , and select **"One Drive"**.
2. **"Request Files"**.
4. Click on **"Request Files"**, enter the subject of the files you are requesting, then click on **"Request Files"**.

