



Instructions

Using Microsoft OneDrive Web Application to Send Records to the FOI Team

Introduction

The purpose of these instructions is to guide UBC faculty and staff in sending electronic records to the UBC FOI team in a secure manner, using Microsoft OneDrive (“OneDrive”). OneDrive is a file hosting and synchronization service operated by Microsoft which allows users to securely store, share and synchronize files and folders from anywhere, at anytime.

If you have any questions about this document, please contact us at access.and.privacy@ubc.ca.

Records Search Received

1. FOI team (access.and.privacy@ubc.ca) sends you a search request for records.
2. FOI team creates a folder for the request file in OneDrive for the collection of records and grants you access.
3. Once access is granted to you, you will receive an automated email from Microsoft ([no-reply@sharepointonline.com](mailto:reply@sharepointonline.com)) alerting you to the shared FOI folder.

Before You Begin

Ensure that you have all the records ready to be uploaded. We recommend creating a folder on your desktop for the records so that they can be easily dragged and dropped into the FOI folder on OneDrive when you are ready to upload. The records should be in PDF, Outlook or Excel format only. If you are uploading email records, please ensure that they are the original copies and all attachments are included.

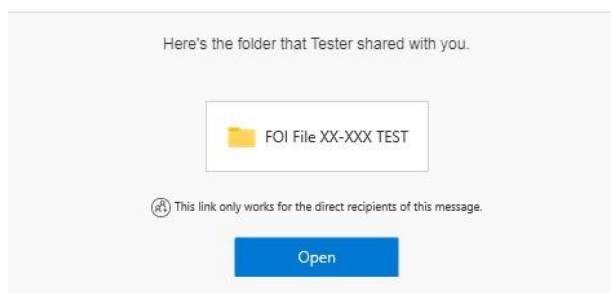
Step-by-Step Process


Step 1: Access the shared folder

Look for the email notifying you of the folder the FOI team has shared with you.

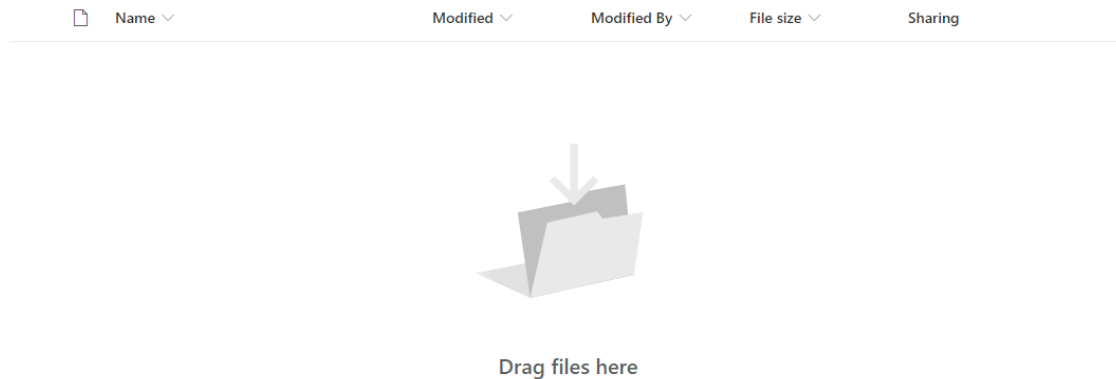


Tester shared a folder with you



Click on  and a browser will open, directing you to the shared FOI folder on the OneDrive web application. You will be directed to a page where you can immediately drag your files for upload (as shown below).

Files > FOI File XX-XXX TEST

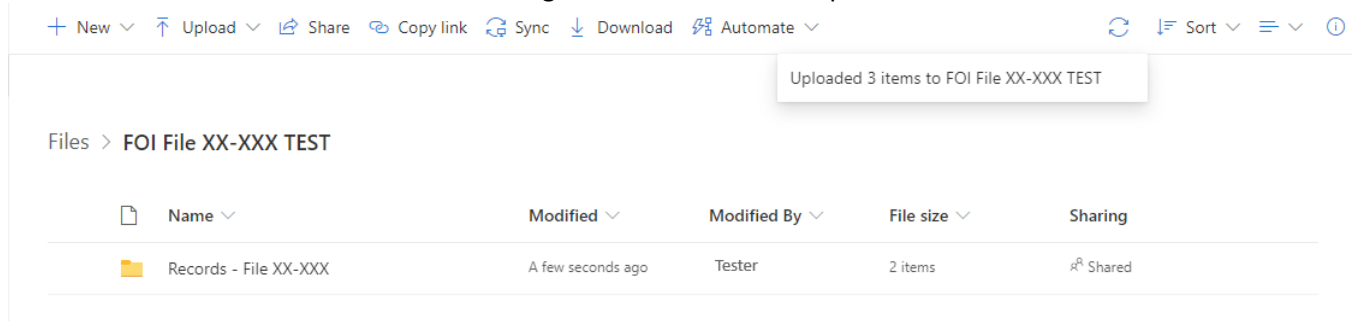


Step 2: Upload your records

1. Go to your own folder on your desktop containing the records.
2. Next, simply drag and drop the entire folder of records into OneDrive where it says **Drag files here**. Alternatively, you may also select all your records within your folder using shortcut keys "Ctrl + A" or highlighting all, and dragging and dropping the selected records into the folder.

The records will be automatically uploaded once they are dropped.

3. Once all your records have been uploaded, they will be displayed on the OneDrive page and you will see a small notification window indicating the number of items uploaded.



4. When you have verified that all your records have been uploaded, you may close OneDrive.

Step 3: Notify the FOI team

Reply to the search request email we sent you from access.and.privacy@ubc.ca to confirm that you have uploaded all your records.

Complete. Thank you!