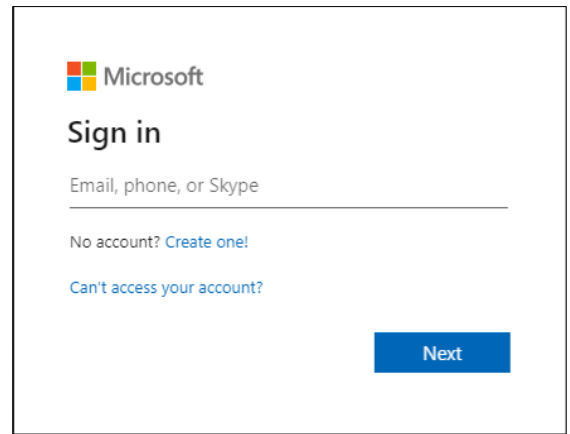# Receiving Large Files from an External Recipient User Guide
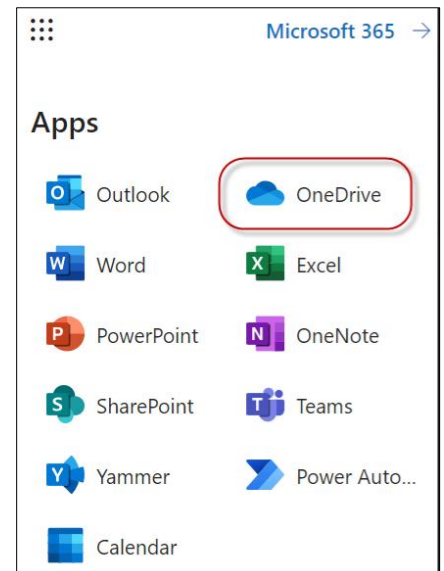
Overview

This document provides the steps to receive large files from an external recipient using Office 365 (O365) OneDrive.

Procedure

Step 1: Login to O365 online using work email address and password.

Step 2: Select the **Apps** menu, then select **OneDrive**.

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Step 3: Change OneDrive view to New List Experience View, if the Classic View displays. If the menu above your folders and files has symbols in dark teal and is missing the Automate and Power Apps options, this is the Classic View. Change to the New List Experience view, if necessary:
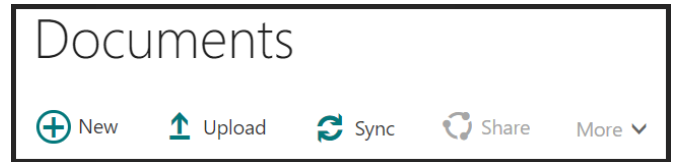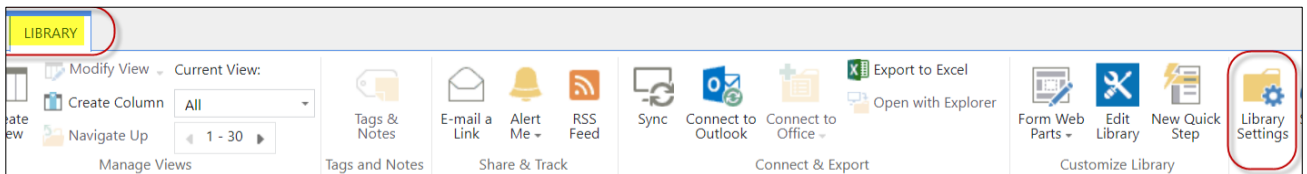

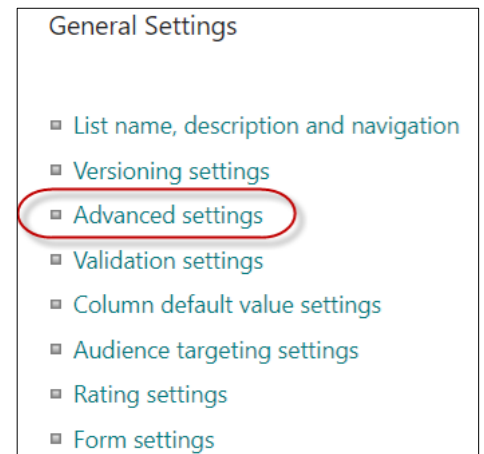a. Click **Settings** icon in upper menu, by your picture or initials.

b. Select **Show Ribbon** from the Settings menu.
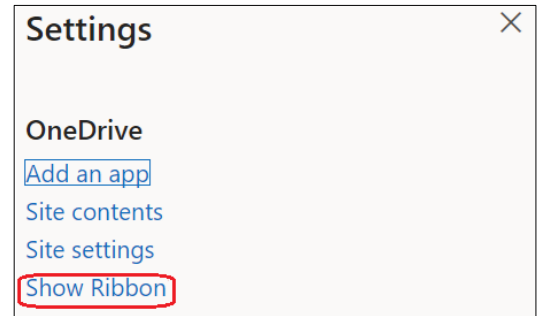
c. The ribbon displays. Select **Library → Library Settings** icon.

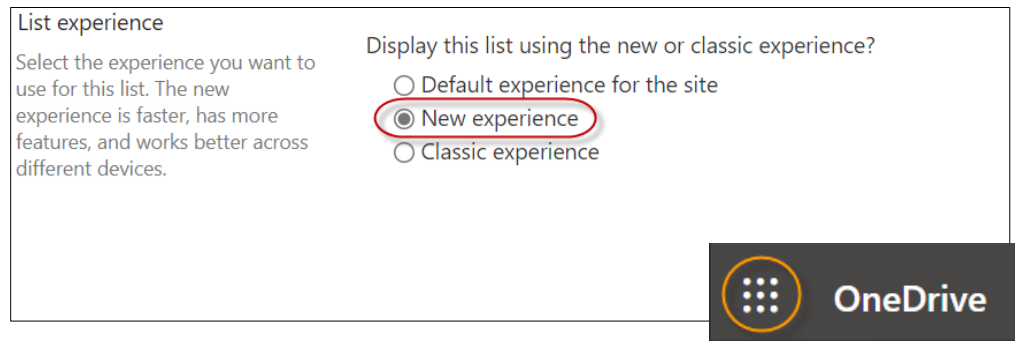d. Library Settings display. Select **General Settings** section → **Advanced Settings**.

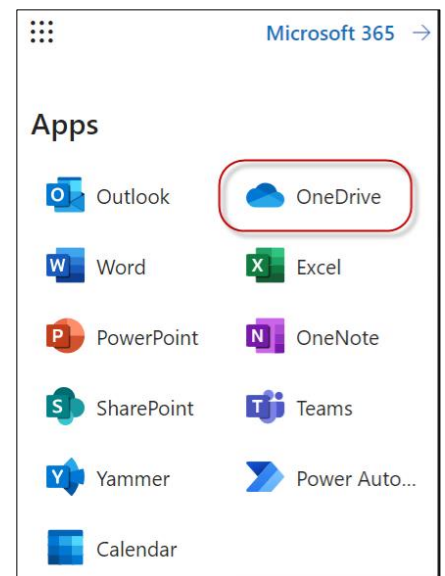e. Scroll to the bottom of the Advanced Settings page to the List experience section.

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f. Select the **New experience** radial button.

g. Click **OK**. This will automatically return to the previous menu, Advanced Settings.

List experience

Select the experience you want to use for this list. The new experience is faster, has more features, and works better across different devices.

Display this list using the new or classic experience?

○ Default experience for the site
● New experience
○ Classic experience

h. Click your **Apps Menu** icon.

OneDrive

i. Select **OneDrive** again.

Microsoft 365 →

Apps

Outlook   OneDrive
Word   Excel
PowerPoint   OneNote
SharePoint   Teams
Yammer   Power Auto...
Calendar

j. The OneDrive ribbon displays the New List Experience view. This view will remain unless changed.

+ New ∨   ↑ Upload ∨   Sync   Automate ∨   Power Apps ∨   ⋯

Step 4: Create a OneDrive folder where you want the large file dropped. You can use any of your existing folders or create a folder specifically for this purpose. In this example, the folder is named Requested Large Files.

My files

☐ Name ∨

○ 📁 Requested Large Files
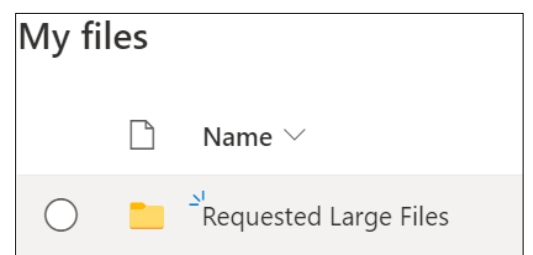
Step 5: Select the radial button next to the folder where you want the file(s) be dropped.
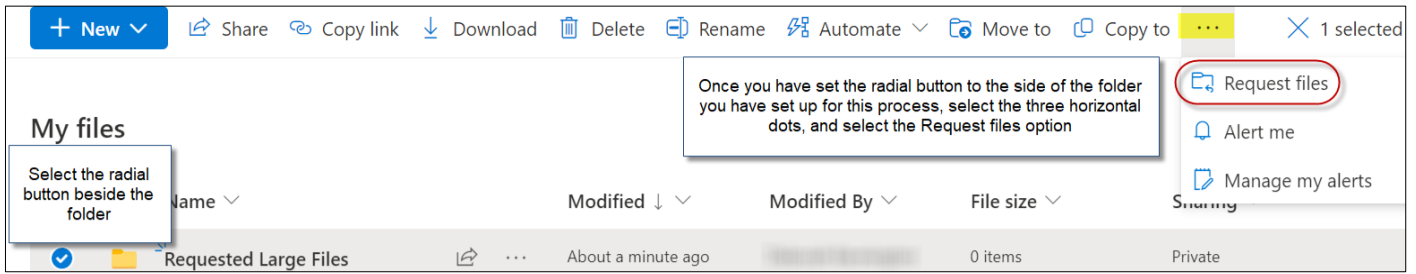
a. Click the elipse (three dots) on the menu ribbon.

b. Select the **Request files** menu option.

Step 6: The Request files for this folder popup displays.

a. Enter a description of the file name(s) or type of information requested from the external party in the text box. External recipients of this emailed request will only see the file description you've entered and can only upload files to the designated folder. They can't see or modify anything in this folder.

b. Click **Next**.

Step 7: The Send file request screen displays providing a link to the selected folder. You can send the link information by either method listed:

a. Click **Copy link** button and paste link into a separate Outlook email, if you want to send a separate email; or

b. Enter the the external party's email address, type a message, then select **Done** button to send an email directly from the Send file request screen.
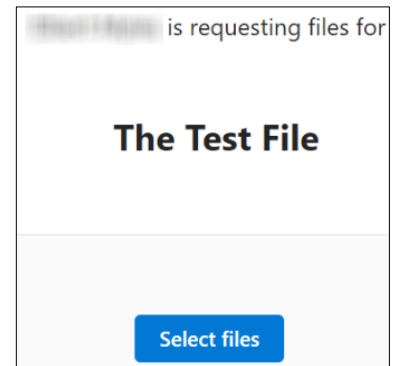
Step 8: How the external party uploads files to you:

a. The external party receives an email from you.


b. External party clicks the provided link.
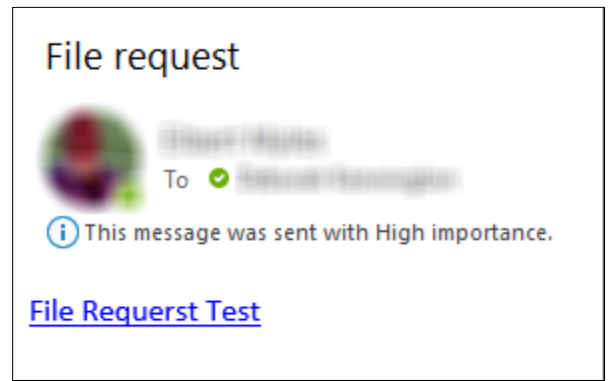
c. External party will be taken to a browser tab providing details on who is requesting the files and any description or message you provided.

d. Click **Select files** to identify files to be shared.

e. External party opens their browser, navigates to the file(s) they are sharing and selects the file(s).

f. Click **Open**.

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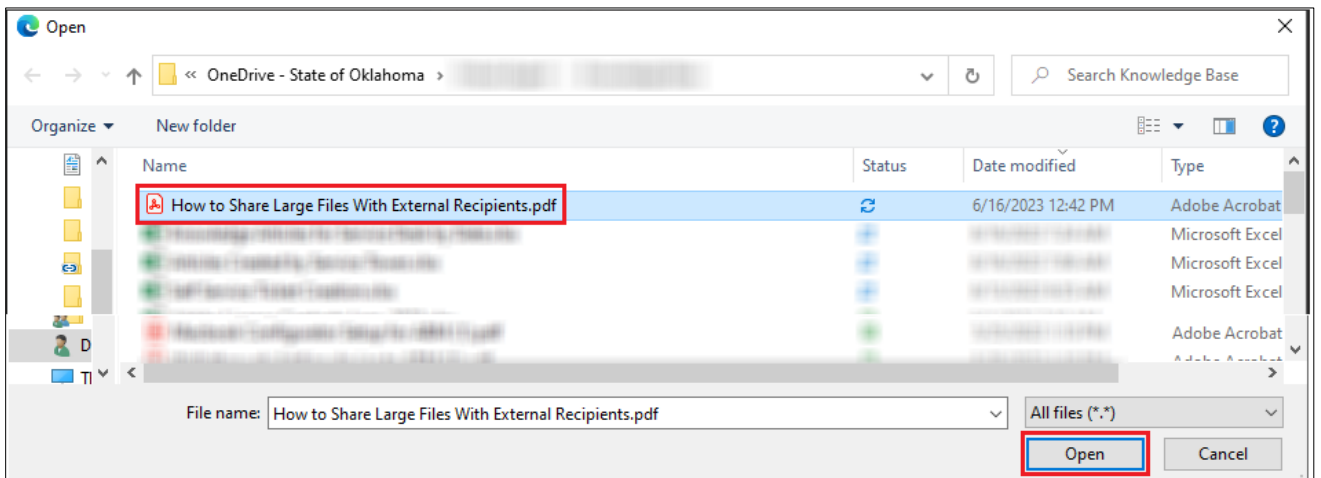
g. When prompted, external party enters their First and Last names in the text boxes.

h. Select **Upload** button.

Step 10: How do you retrieve the files once they've been uploaded?

a. You will receive an email notification that files have been uploaded.

b. Navigate to the designated folder on your OneDrive app via O365 or your Windows File Explorer.
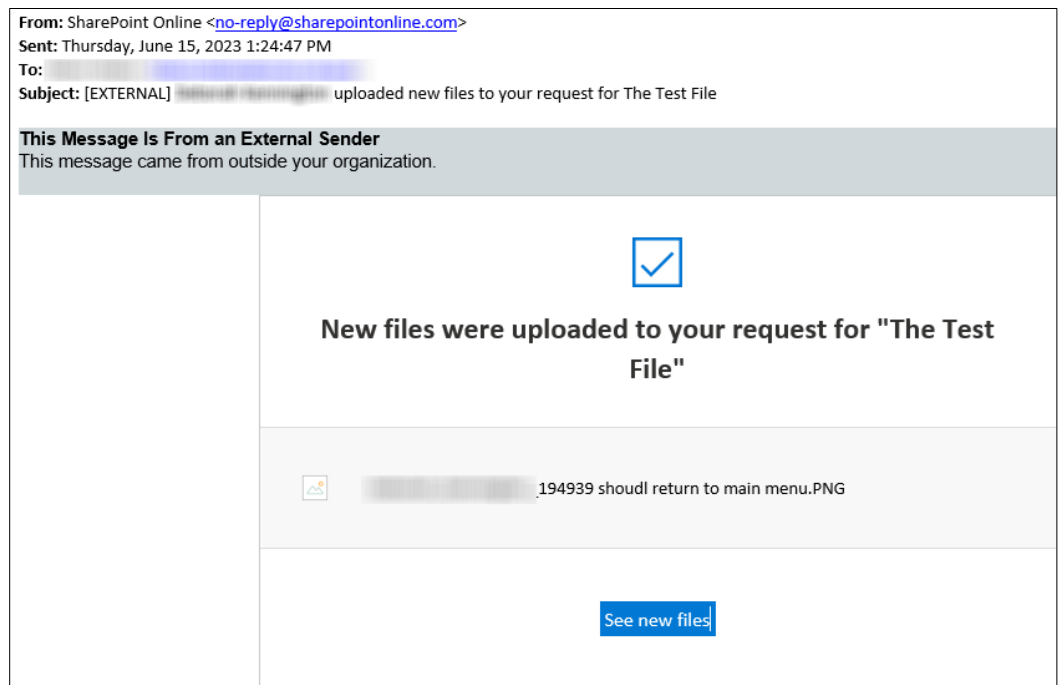
If you experience any problems with this process or certain types of files are blocked from being shared, please submit a ticket through the Service Portal and our Cyber Command - Defense team will review your issue for possible resolutions. Some types of files may still be too risky to be shared. If that is the case, our team will advise you.

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