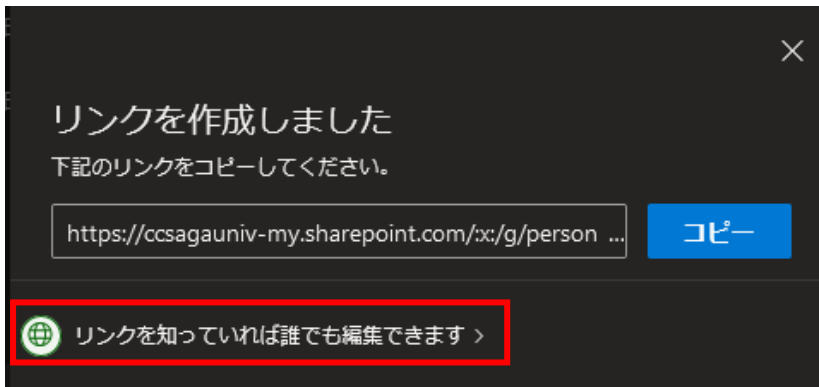# Instructions for creating a link URL in OneDrive for the Web
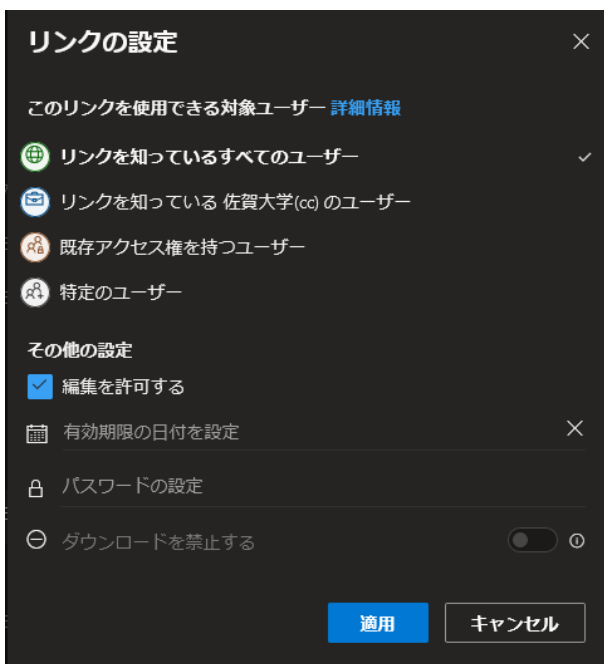
1. Sign in to the Microsoft 365 portal.
2. Once you're signed in to the Microsoft 365 portal, open OneDrive and upload the file you want to create a link URL for to OneDrive.
3. Select the uploaded file and click Copy Link.

4. click on "Anyone who knows the link can edit it" on the "Link created" screen.

5. The "Link Setup" screen will appear as shown below.

6. Set file publishing conditions when creating link URLs.
   ① Select the user to whom the file is to be published.
      ● Select "Anyone with the link" to set "Edit," "Expiration," "Password" and "Download."
        It can be opened to non-students and students.
      ● Select "Saga University (cc) users who know the link" to set "Edit" and "Download."
      ● If you select "Users with existing access," no other settings are available.
      ● Select "Specific user" to set "User ID," "Edit" and "Download."
   ② Uncheck "Allow editing" if you don't want to allow editing.
   ③ If you wish to set an expiration date, do so under "Set Expiration Date".
   ④ If you want to set a password, set it in "Set password."
   ⑤ If you want to prohibit downloading, uncheck the "Allow editing" checkbox to enable the "Prohibit downloading" selection, then turn it on.
   ⑥ When all settings have been made, click the Apply button and then the Copy button next to the created Link URL.
7. Save the copied "link URL" by attaching it to a notepad, etc.
8. If you want to send the link URL to users (mailing list) by e-mail, copy the "link URL" saved in Notepad, etc., and paste it into the body of the e-mail.
9. If you create a link URL with "Saga University (cc) users who know the link" and send an e-mail with the link URL attached to the body of the e-mail, please add the note below.

   【Notes】
   If you are using MS 365 Portal webmail, right-click Link URL and click

   Edge：Click "Open in new InPrivate window".
   Firefox：Click "Open Link in New Private Window"
   Chrome：Click "Open in Incognito Window"
   Safari：Click "Open Link in New Private Window"

   When you open the link URL in the annotated text procedure, the Microsoft365 portal sign-in screen will appear, and you can access the file after signing in.

10. Other

    ● Link URLs can also be created in OneDrive for edu.cc tenants.
    ● You can also create a link URL for a folder you've created in OneDrive, so you can publish multiple files you've saved in the folder at the same time