





CHAMPIONS GUIDE- COURSE FILES DIGITIZATION_2017-18

1- NEW tab

From NEW tab you can create new folder or document,.....

0	I	1_Program Specifications - OneDrive - Google Chrome				
\leftarrow \rightarrow C \blacksquare Secure https:/	//cairouniv-my.sharepoint.com/pers	onal/cufe_qaau_cu_edu_eg/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fcufe_qaau_cu_edu_eg%2	2FDocuments%	2FCourse%20Fil	es ☆	e :
III Office 365 One	Drive		Q 🛞	🥍 (QAAU-CUF	E A
$\mathcal P$ Search everything	+ New ∨ ↑ Upload ∨	년 Share 👁 Copy link 🖉 Flow 🗸 🔓 Sync		↓≡ Sort \vee	⊞	0
QAAU-CUFE	Folder	> Program > 1_Program Specifications x ^a				
Files	Word document					
Recent	Excel workbook	Modified V Modified By V File Size V	Sharing			_
Shared with me	PowerPoint presentation					
Discover	🚯 OneNote notebook					
Recycle bin	Forms for Excel					
Cairo University +	Iink					
Groups bring teams together. Join one or create your own.						
		This folder is empty				
		Drag files here to upload.				
Get the OneDrive apps Return to classic OneDrive						+

Note it is preferable to create the folder on the PC and upload it using the upload tab as in point 2

2- UPLOAD tab

From UPLOAD tab you can upload files of folders

0	TEST 100 - OneDrive - Google Chrome
\leftarrow \rightarrow C \blacksquare Secure http://www.secure.com/alternative-secure.c	ss://cairouniv-my.sharepoint.com/personal/cufe_qaau_cu_edu_eg/_layouts/15/onedrive.aspx?id=%2Fpersonal%2Fcufe_qaau_cu_edu_eg%2FDocuments%2FTEST%200001% 🖈 🙆 🔅
III Office 365 Or	neDrive 🗘 🕲 🌮 amu-cufe 😣
O Search everything	+ New ↑ Upload ∨ Lt ² Share © Copy link p rd Flow ∨ 3 Sync LF Sort ∨ ⊞ 0 TES 0 Files 1 > TEST 100 x ^R
Files Recent Shared with me Discover Recycle bin	Folder ☐ tame ↑ ✓ Modified ∨ Modified By ∨ File Size ∨ Sharing
Cairo University + Groups bring teams together. Join one or create your own.	
	This folder is empty Drag files here to upload.
Get the OneDrive apps Return to classic OneDrive	

3- SHARE tab

After marking on the folder/file like in the following photo, you can use the three-doted bottom to share, delete, move to, copy to,

III Office 365 One	Drive			Q @ ? QAAU-CUFE
ho Search everything	🔄 Share 🐵 Copy link 🚽 Download	🛍 Delete 🛛 Move to	🗋 Copy to 🛛 🖉 Rename	1 selected $ imes$ (i)
QAAU-CUFE	···· Undergrad > Courses > Fa	ill 17 > 1st Yr 🕫		
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Discover	ARC102A	Share	Tamer ElSerafi	الا ^R Shared
Recycle bin	ARC103A	Copy link	Tamer ElSerafi	الا ^م Shared
Cairo University + Groups bring teams together. Join one or create your own.	ARC104A	Download	amer ElSerafi	الا ^R Shared
	MTH111	Delete Move to	amer ElSerafi	я ⁹ Shared
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		Details	; iere to upload	
Get the OneDrive apps				
Return to classic OneDrive				

The sharing window will be like the following one

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QAAU-CUFE	Send Link ···· ×	> 1st Yr 🕫			*
Files Recent	\bigoplus Anyone with the link can view and edit. $aaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaaa$	Modified 🗸	Modified By \checkmark File Size \checkmark	Sharing	
Shared with me		E February 7	Tamer ElSerafi	я ^я Shared	
Discover	Enter a name or email address	February 7	Tamer ElSerafi	^{ନ୍ଦ} Shared	
Recycle bin	Add a message (optional)	February 7	Tamer ElSerafi	۶ ^۹ Shared	
Cairo University +		February 7	Tamer ElSerafi	x ^R Shared	
Groups bring teams together. Join one or create your own.	Send	February 7	Tamer ElSerafi	الا ^R Shared	
	∞ •	February 7	Tamer ElSerafi	x ^R Shared	
	Copy Link Outlook	Drag	files here to upload		
Get the OneDrive apps					
Return to classic OneDrive					

Just, write the instructor/TA mail you would like to share the folder with, then press **Send** <u>Important NOTE about "Ref. Template" folder</u>

This folder contains all the needed templates in the course files and program files. For Fall 2017, for your convenience, you can upload the files in any format that you have already used; but for Spring 2018, instructors are kindly requested to follow these templates.