





CHAMPIONS GUIDE- COURSE FILES DIGITIZATION_2017-18

1- NEW tab

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

1_Program Specifications - OneDrive - Google Chrome							
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QAAU-CUFE	Folder	> Program > 1_Program Specifications x ^a					
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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

•	TEST 100 - OneDrive - Google Chrome	
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III Office 365 On	neDrive 🗘 🕲 🥍 QAAL	
Search everything GAAU-CUFE Files Recent Shared with me Discover Recycle bin Cairo University Groups bring teams together. Join one or create your own.	+ New Cupload Copy link of Flow Copy link of Flo	
Get the OneDrive apps Return to classic OneDrive		Ŧ

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,

Office 365 One	Drive			Q @ ? QAAU-CUFE ጸ
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Cairo University +		Download		
Groups bring teams together. Join one or create your own.	A ARC104A	Delete	amer ElSerafi	8° Shared
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		Details	nere to upload	
Get the OneDrive apps				
Return to classic OneDrive				

The sharing window will be like the following one

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	€ 0	February 7	Tamer ElSerafi	۶ ^۹ Share	ł		
	Copy Link Outlook	Drag f	les 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.