

The Circulation of Tenure Dossiers

2b. OneDrive in Microsoft Office 365

Microsoft Office 365 (O365) is being rolled out across the University, which includes the OneDrive platform that will allow for easy, fast, and secure online sharing of tenure dossiers with Tenure Committee members.

For those many divisions that already have access to O365, please see the step-by-step instructions below on how to access and create a OneDrive folder for each tenure dossier, as well as how to share the OneDrive folder with the Tenure Committee members who also have O365 access.

Within OneDrive, each tenure dossier folder should be shared with specific members only, and each member should be given “read only” access; i.e., no edit rights.

Using OneDrive for Securely Sharing Tenure Dossiers

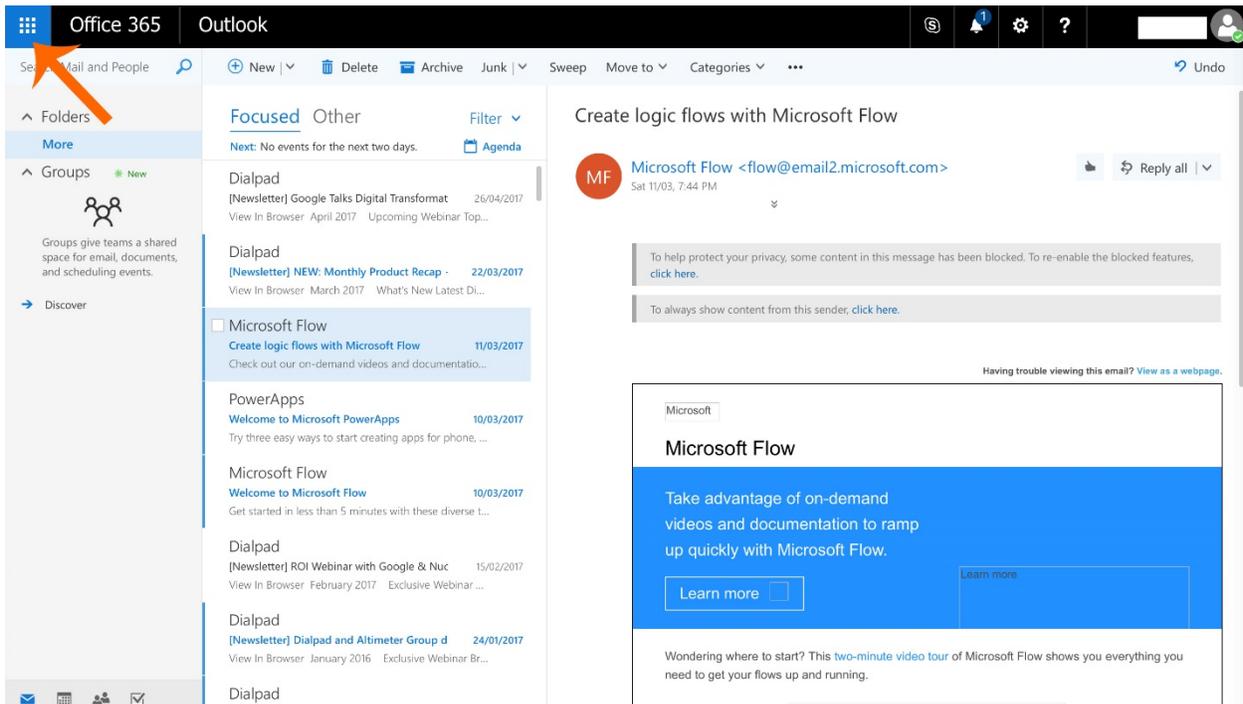
Using your University of Toronto O365 account to share tenure review and other confidential documents is easy, fast, and secure.

The process begins by logging in to your O365 account at <https://mail.utoronto.ca/> using your UtorID and password, as you would for most other University systems.

Once you’ve logged in to O365, you will start in your email inbox.

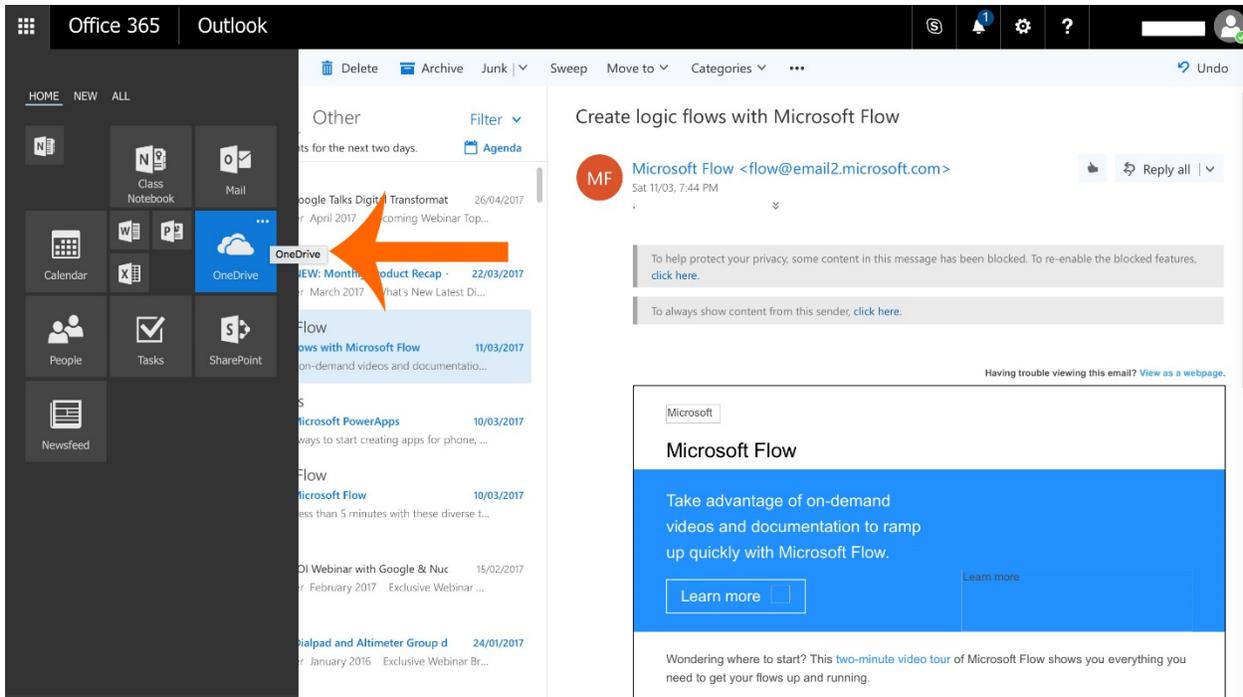
 Office 365 In the top left corner, you will see the blue “waffle” icon, which is your doorway to other O365 tools and services.

Using your mouse, click on the “waffle” icon.



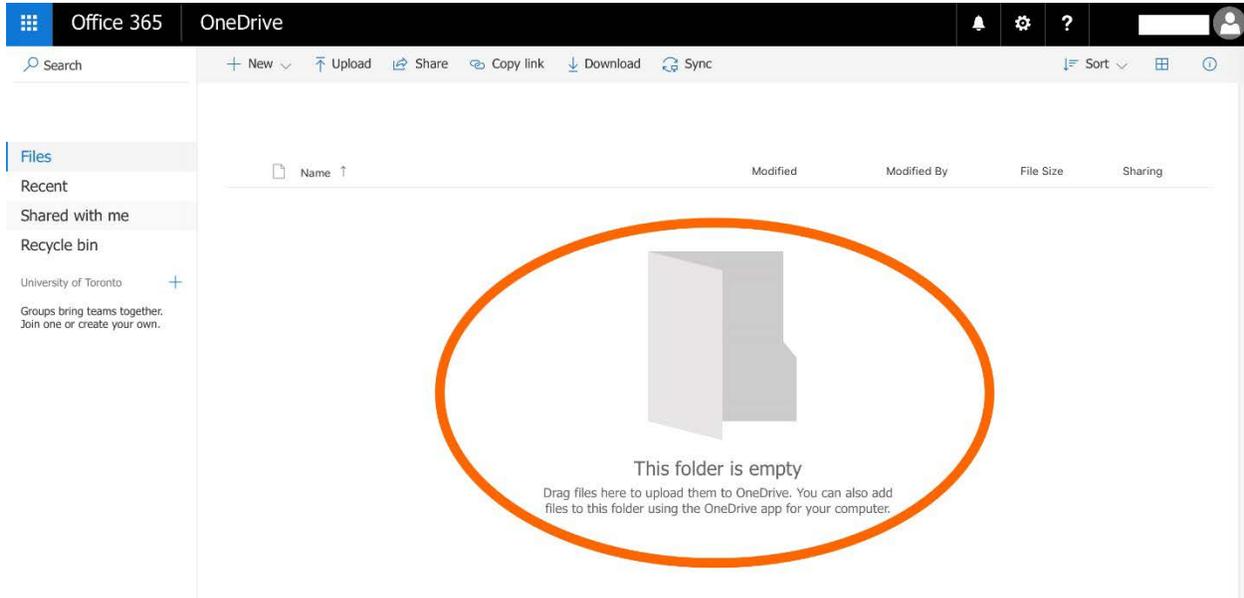
There are several different pathways to creating a shareable file, but for the purposes of sharing tenure review documents, we are recommending that you create a separate folder for each review, so that you can control exactly who has access to the documentation.

Therefore, from the “waffle” choices, please select “OneDrive.”

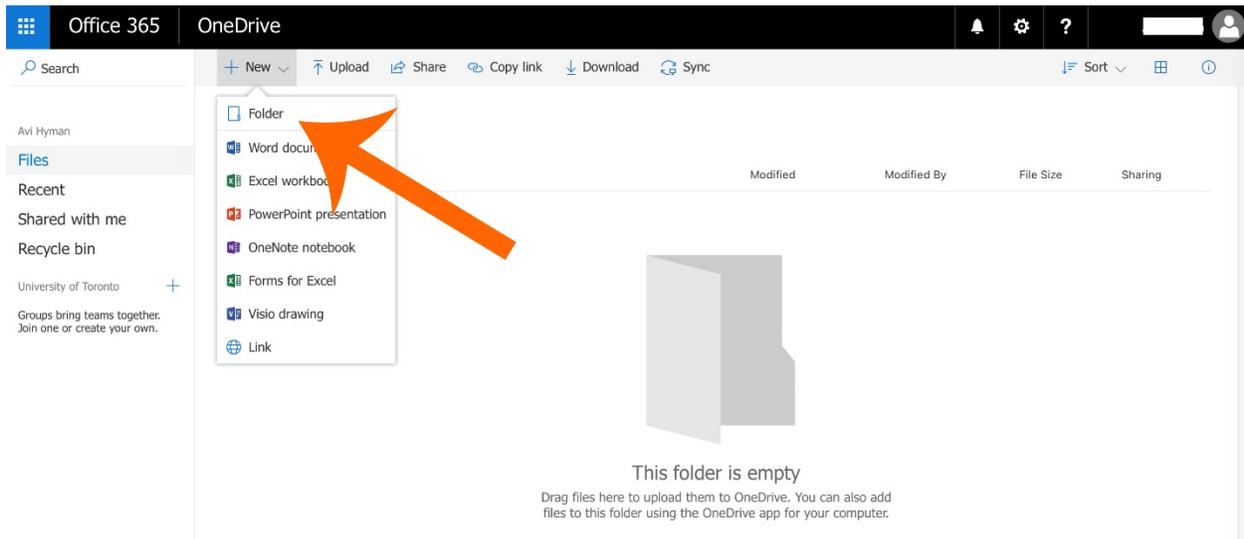


If this is the first time you are using OneDrive, you should see an empty folder.

If you've used OneDrive or any of the other online versions of Microsoft Office (such as Word Online or Excel Online), then you may see other files or folders when you select OneDrive.



To create a new folder for a specific tenure review, click on the “New” menu, and then select “Folder” from the pull-down menu.

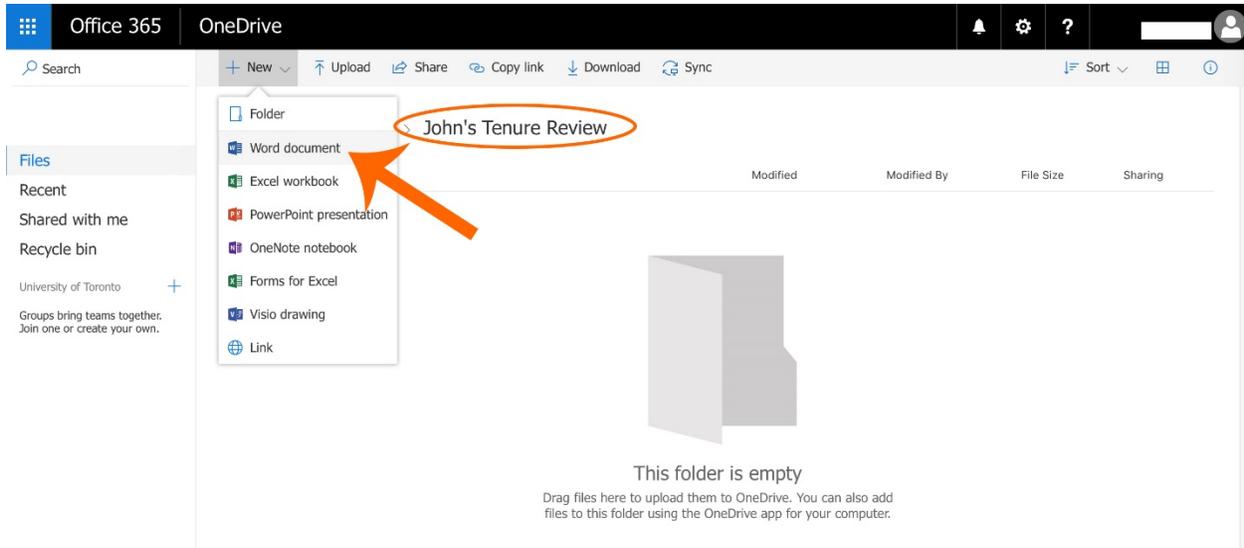


You will then be prompted to name the folder.

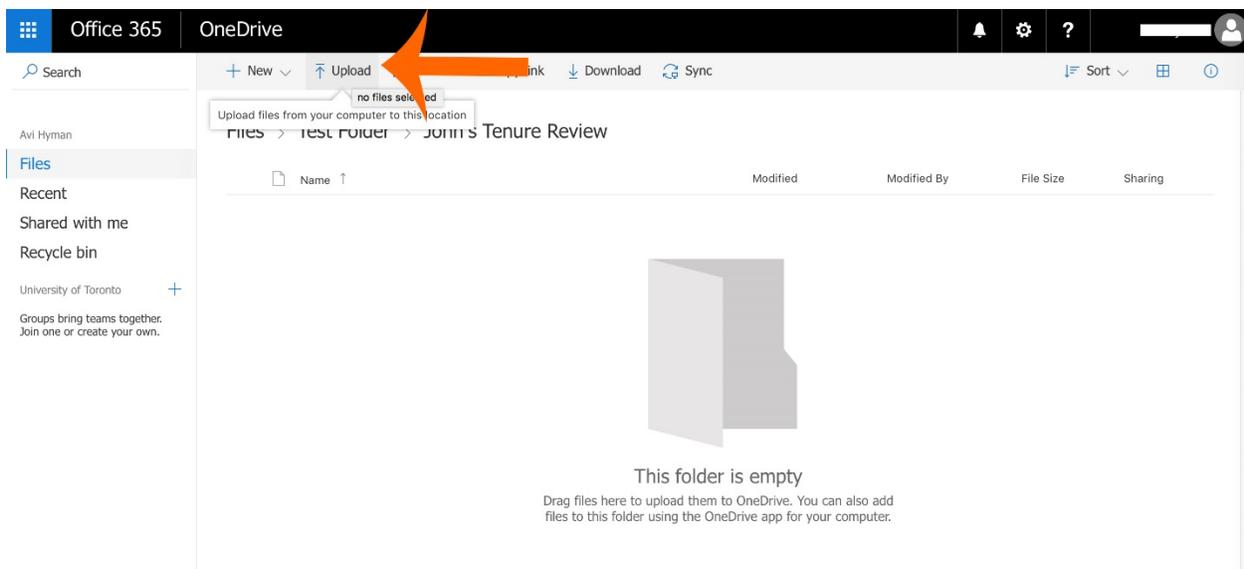
Once you've done that, you will see the new folder you have just created. You can then double-click on the folder name, and you will enter the folder itself (you can see from the "headline" that you are now inside the new folder you have created).

You can now start or add a file to the folder. It is recommended to upload materials as PDFs only.

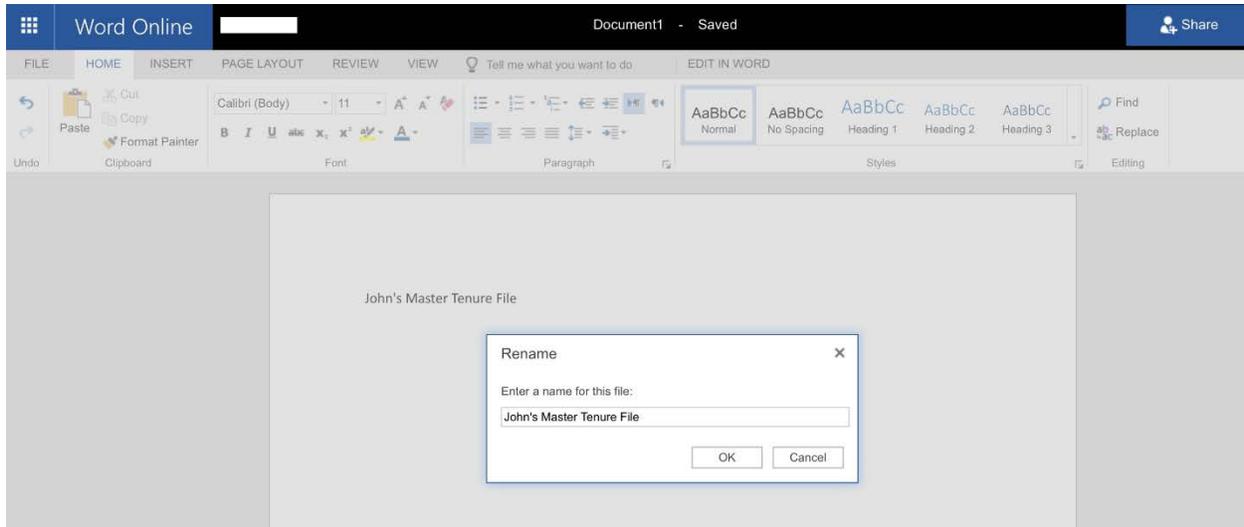
One method is to select "Word document" from the "New" menu, at which point, a new Word Online word processing window will open and you can begin typing and/or pasting in content.



Alternatively, if you have an existing file on your computer (which is the more likely scenario for tenure review dossiers), you can click on the "Upload" menu and begin the standard process for uploading a file (you will be prompted to find the file on your hard drive, select it, and upload to your folder).



If you chose the first method (starting to type a new file from scratch), you will be prompted to name the file). Otherwise, if you uploaded a file it will, by default, retain the name of the file from your hard drive.



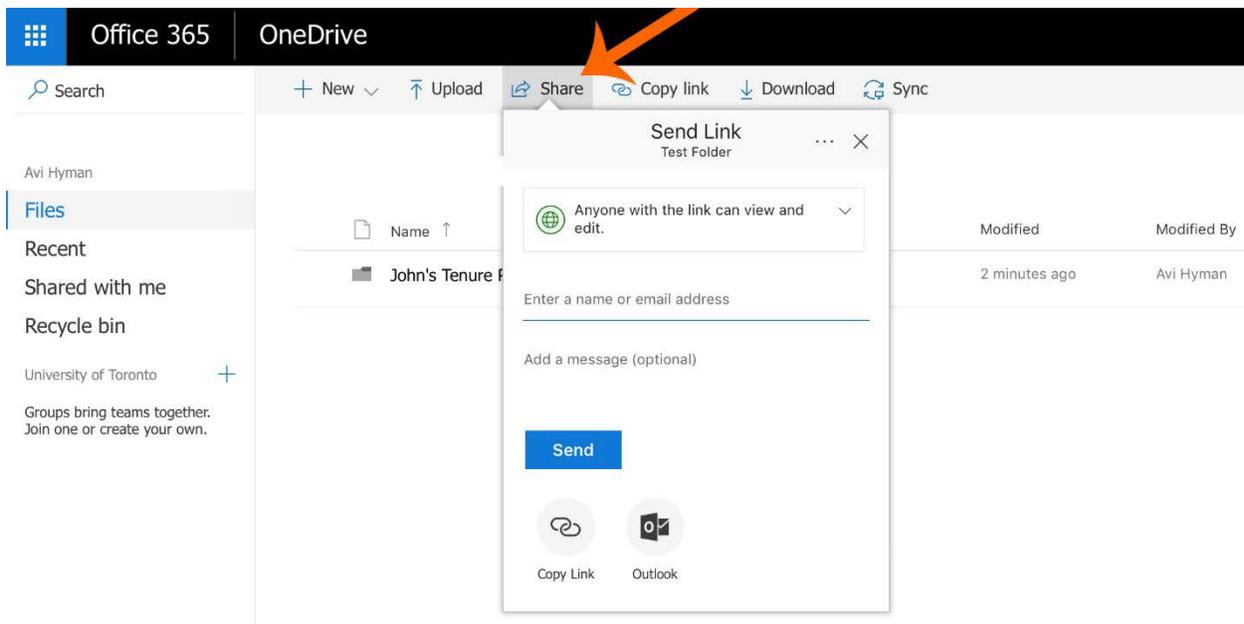
Having uploaded or saved a file, you will now see the file inside the folder.

On the far right side, you will see that “only you” have permission to access the file. The same is true for the folder itself.

At this point, you have a couple of choices on how to share the content.

1. Share the folder: this will allow you to share all of the files inside the folder; use this scenario if you have more than one file to share.

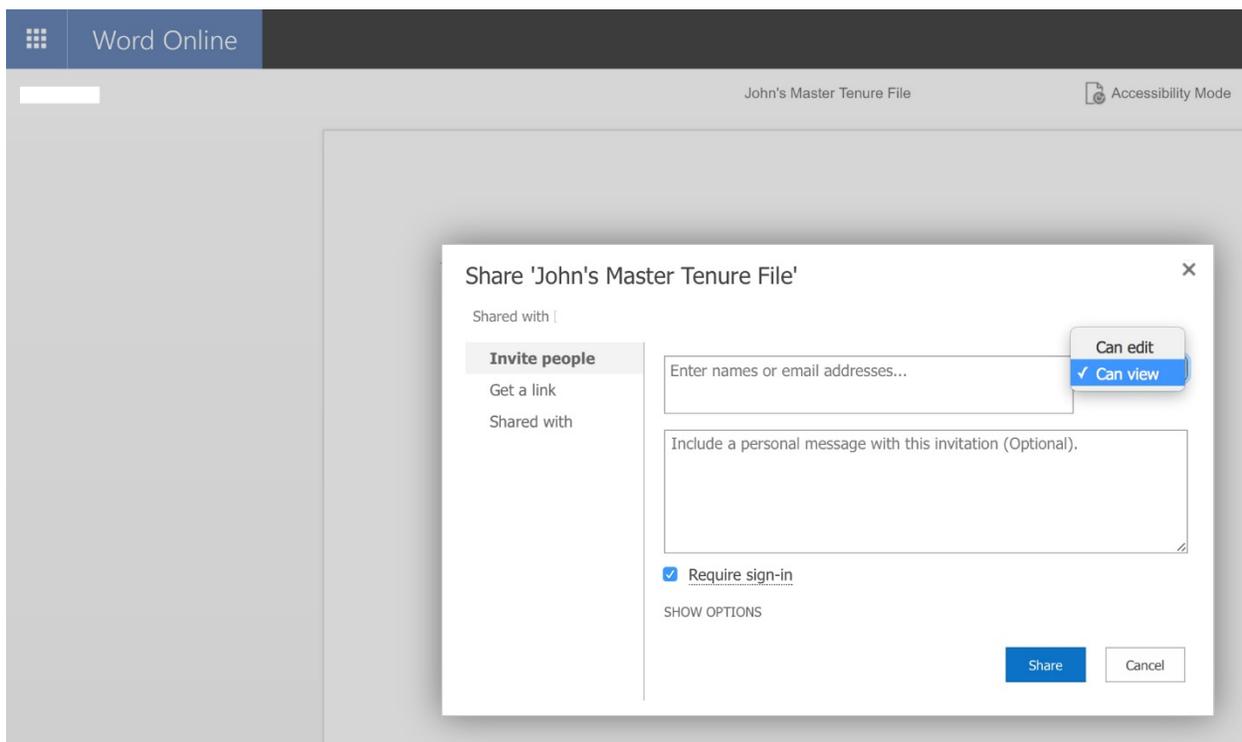
Click on the “Share” menu while inside the folder you want to share.



You will be prompted with a dialogue box asking you the names or email addresses of the people with whom you'd like to share the folder. As most tenure review files are "read only" for very specific people, we recommend you select the "Specific People" option as well as removing the check mark from the box that says, "Allow Editing."

(You can get to those options by clicking on the menu inside the dialog box that says, "Anyone with a link can view and edit.")

2. Alternatively, you can, from within the actual file itself, select the "Share" menu and use that dialogue box to identify specific people. Be sure to select "Can view" instead of "Can edit" to maintain "read only" permissions for other people.



The whole process should take about one minute (not including creating the content inside the file).

At any point thereafter, while inside the folder, you can quickly see who has access to the file on the right side of the line listing the file name. You can also revoke access at any time, simply by clicking on that entry (you can also view who has edited the document, if you've allowed others to edit it).

Once the Review is Complete

When the work of the Tenure Committee is complete, please be sure to delete the posted materials from each tenure folder in OneDrive for which you are the administrator, being careful to retain a full copy of the dossier for your records.

Questions

O365 technical issues should be addressed to the appropriate [help desk](#), depending on your campus. [Further U of T O365 resources are available online.](#)

If you have any questions on this method of circulating tenure dossiers, please contact the VPFAL Office at vp.fal@utoronto.ca.