

# The Circulation of Tenure Dossiers

## 2b. OneDrive Microsoft 365

Microsoft 365 (M365) was rolled out across the University, which includes the OneDrive platform that allows for easy, fast, and secure online sharing of tenure dossiers with Tenure Committee members.

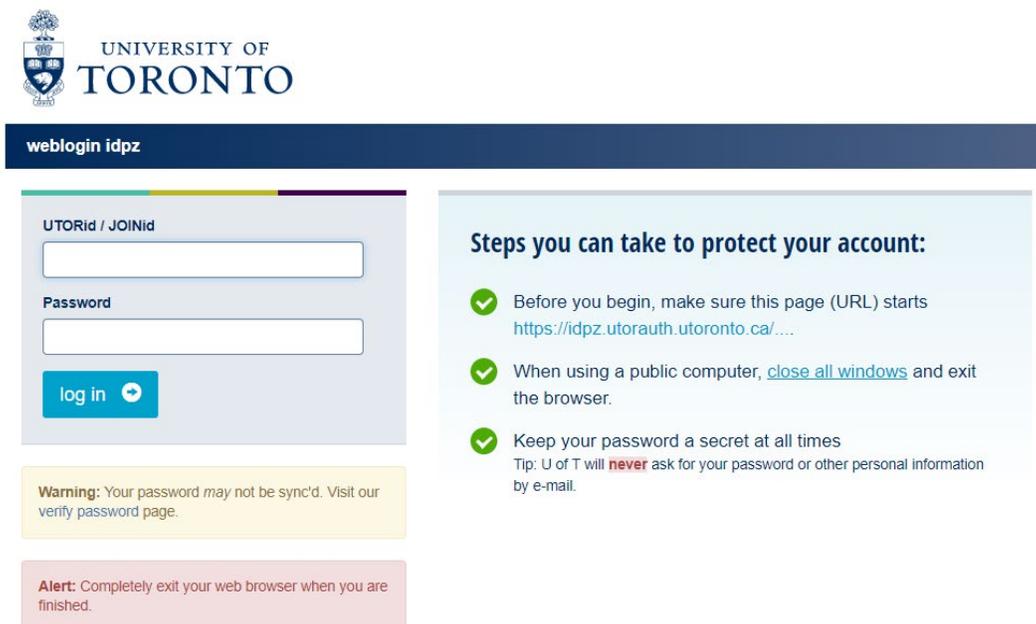
For divisions that have access to M365, please see the step-by-step instructions below on how to access and create a OneDrive folder for each tenure dossier, as well as how to share the OneDrive folder with the Tenure Committee members who also have O365 access.

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 M365 account to share tenure review and other confidential documents is easy, fast, and secure.

The process begins by logging in to your M365 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 M365, you will start in your Outlook email inbox.



In the top left corner, you will see the blue “waffle” icon, which is your doorway to other M365 apps, tools, and services.

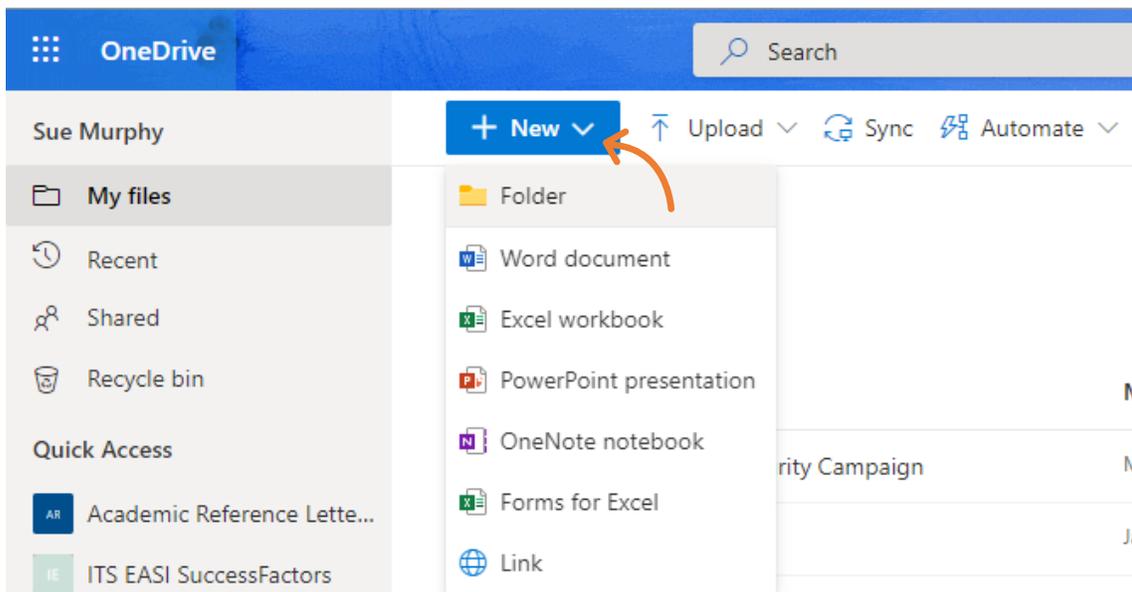
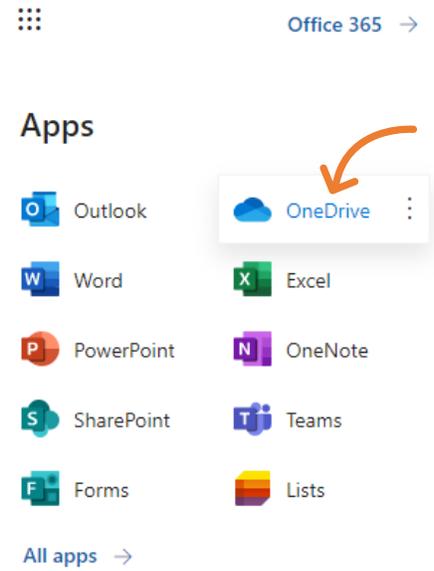
There are several different pathways to creating a shareable file, but for the purposes of sharing tenure review documents, we are recommending that you create a separate folder for each review, so that you can control exactly who has access to the documentation.

Therefore, click on the “waffle” icon and from the available apps, please select “OneDrive.”

You will likely see some default folders already listed in your OneDrive.

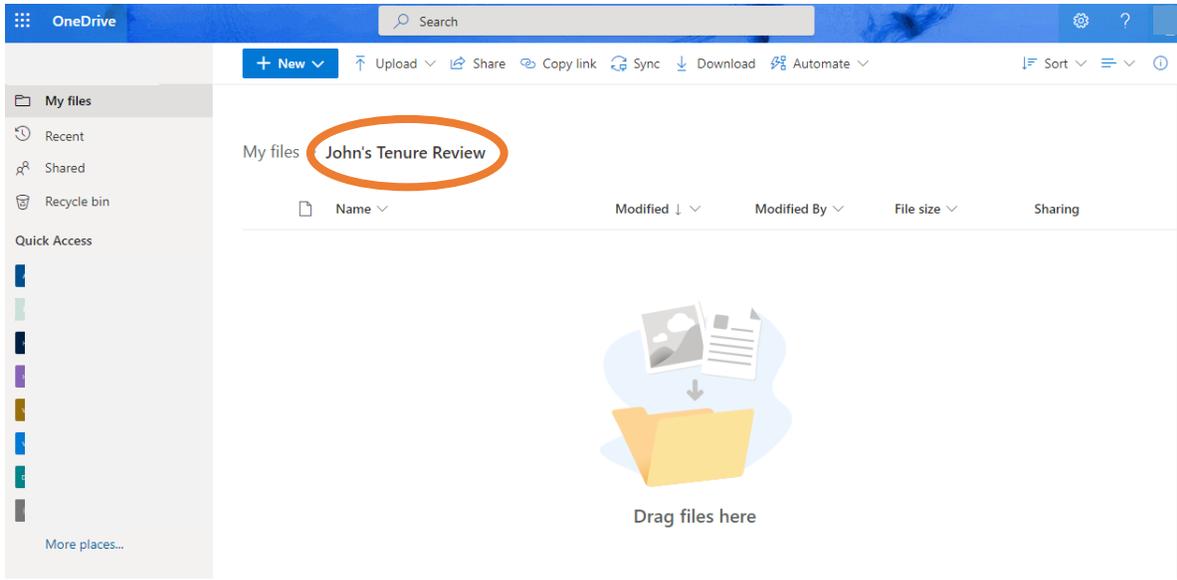
If you’ve used OneDrive or any of the other online versions of Microsoft Office (such as Word Online or Excel Online), then you may see other files or folders when you select OneDrive.

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



You will then be prompted to name the folder.

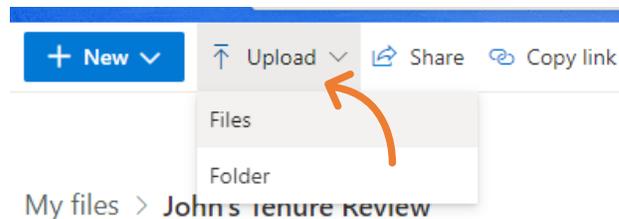
Once you’ve done that, you will see the new folder you have just created. You can then double-click on the folder name, and you will enter the folder itself (you can see from the “headline” that you are now inside the new folder you have created).



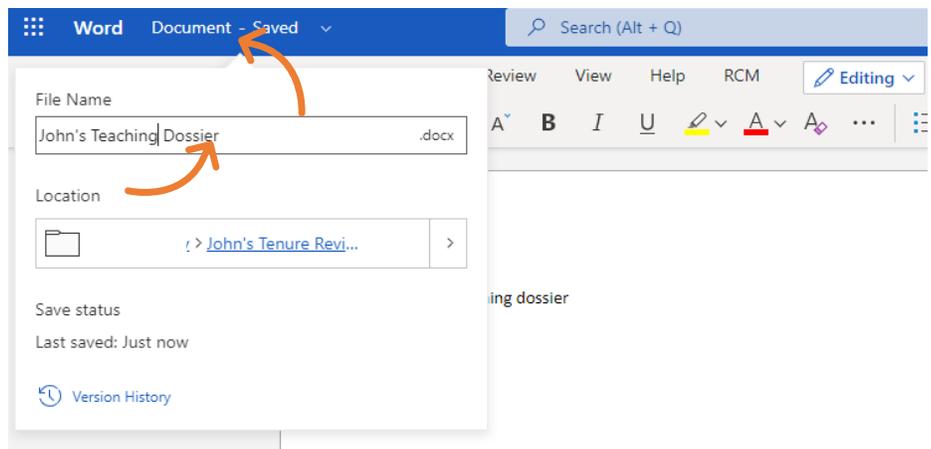
You can now start or add a file to the folder. It is recommended to upload materials as PDFs only.

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 can rename the file by clicking on the temporary file name “Document” and insert a new file name. 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.

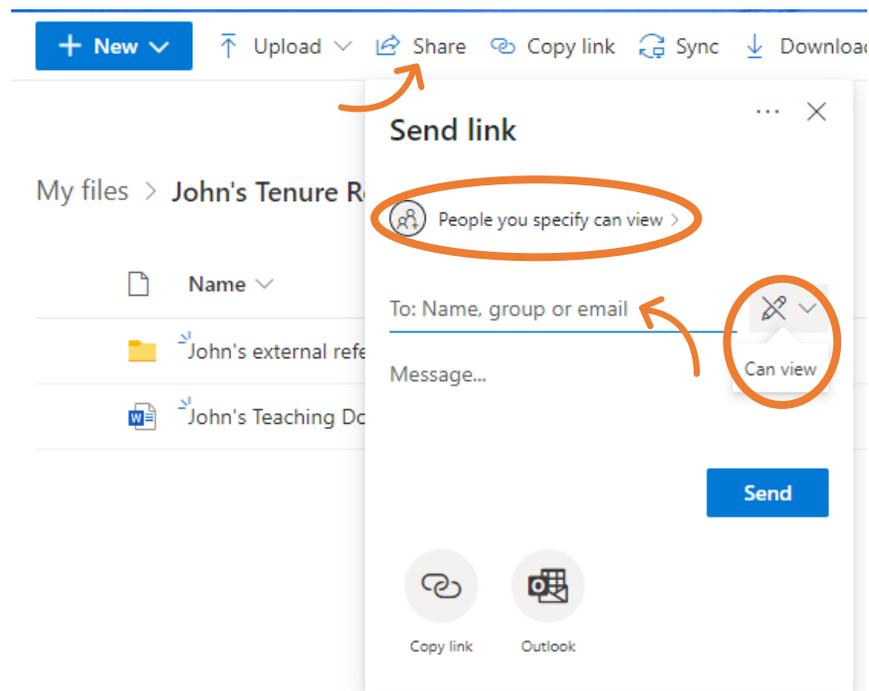
On the far-right side, you will see that only you have permission to access the file as sharing is set to “private”. The same is true for the folder itself.

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 the files inside the folder; use this scenario if you have more than one file to share.

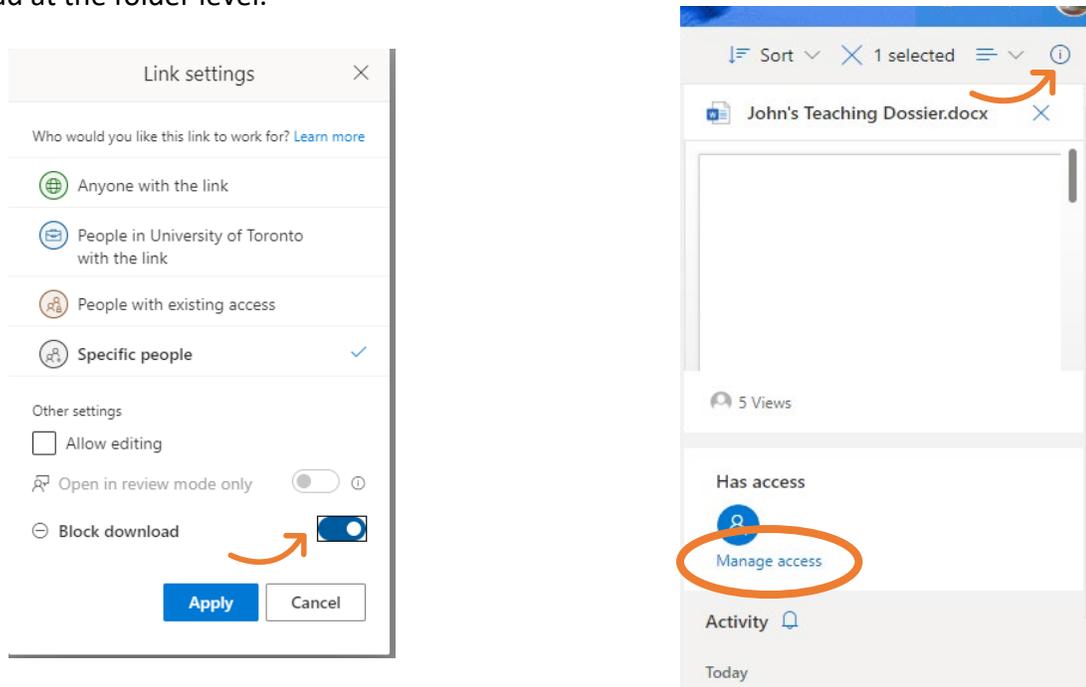
Click on “Share” while inside the folder you want to share.

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 “People you specify can view” option. The default setting will show “Can view”; ensure this is selected.



2. Alternatively, you can, from within the actual file itself Select the “Share” option near the top right and use that dialogue box to identify specific people. Be sure the “Can view” option (instead of “Can edit”) is selected to maintain “read only” permissions for everyone.

**Note:** To prevent the download of the materials, you must change the settings on each file individually to prevent any downloads. In the link settings of the “Share” dialogue box for the file, be sure the “Block download” option has is turned on for each file. You are unable to block download at the folder level.



The whole process should take a few minutes (not including creating the content).

At any point thereafter, while inside the file or folder, you can see who has access to the file in the ‘Details pane’. Click on the “i” icon on the top right corner to open the ‘Details pane’. Click on “Manage access” to view/edit access permissions. You can also view the activity within the file or folder in this pane.

## 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 & Resources

- Microsoft 365 technical issues should be addressed to the appropriate [help desk](#)
- EASI’s [OneDrive](#) webpage
- [Connect+Learn](#) – UofT’s lunchtime training series for staff, focusing on Microsoft tools
- EASI’s [Microsoft 365 Training Centre](#)
- Further [UofT Microsoft 365 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](mailto:vp.fal@utoronto.ca).