How to invite a Student Assistant/Research Assistant to work in OneDrive or SharePoint

When you want to share a folder or a file from OneDrive or SharePoint with a student assistant or research assistant you must click on the folder or specific document you want to share. Click on **Share** and then type in the student's name. **When the name appears, click on it and it will populate the name field.**

What is happening behind the scenes? When you type in the student's name, and then on the name selection when it pops up you, are sending this request through Microsoft. Microsoft redirects the email to google (cougars@csusm.edu). The student then receives an email invitation in Gmail to open the shared file/folder. The student clicks on the invitation and is taken to another sign in/authentication page. ***AT THIS PAGE, the student must sign in with their campus user name*** *but **OMITTING the word cougars.*** For example, slocum025@csusm.edu - *notice cougars has been omitted.* After the student signs in, another *authication appears this time showing the user name as slocum025@csusm.edu.* *Once the student enters their normal CSUSM password they can now access the document or folder you want to share with them. The student will* <u>*need to continue to log in as described*</u> *above or may create a short cut using the link that was share with them (when they click on the folder invitation).*

This is what the email invite looks like in the student Gmail account

After the student clicks the link, they will be redirect to the Microsoft login screen where they will sign in OMITTING the cougars from their login. See example below.