

## 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](mailto: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](mailto:slocum025@csusm.edu) - notice cougars has been omitted. After the student signs in, another authentication appears this time showing the user name as [slocum025@csusm.edu](mailto: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 need to continue to log in as described above or may create a short cut using the link that was share with them (when they click on the folder invitation).

The image shows two screenshots. The left screenshot is from the OneDrive web interface, showing a file named 'Sharing doc.docx' selected. A context menu is open over the file, with the 'Share' option highlighted. A red arrow points from the 'Share' option in the menu to the 'Share' button in the top navigation bar. The right screenshot is an email invitation from OneDrive. It shows a 'Send Link' dialog box with the recipient 'Nicole Slocum' and a 'Send' button. A red arrow points from the 'Send' button to the 'Open' button in the email invitation. A text box above the email invitation says '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.

The image shows a Microsoft login screen for California State University San Marcos. The page has the university logo and name at the top. Below that is a 'Sign in' section with a text input field containing the email address 'slocu003@cougars.csusm.edu'. A red arrow points from the text box in the previous screenshot to this input field. Below the input field is a blue 'Next' button. At the bottom of the page, there is a link that says 'Can't access your account?'.