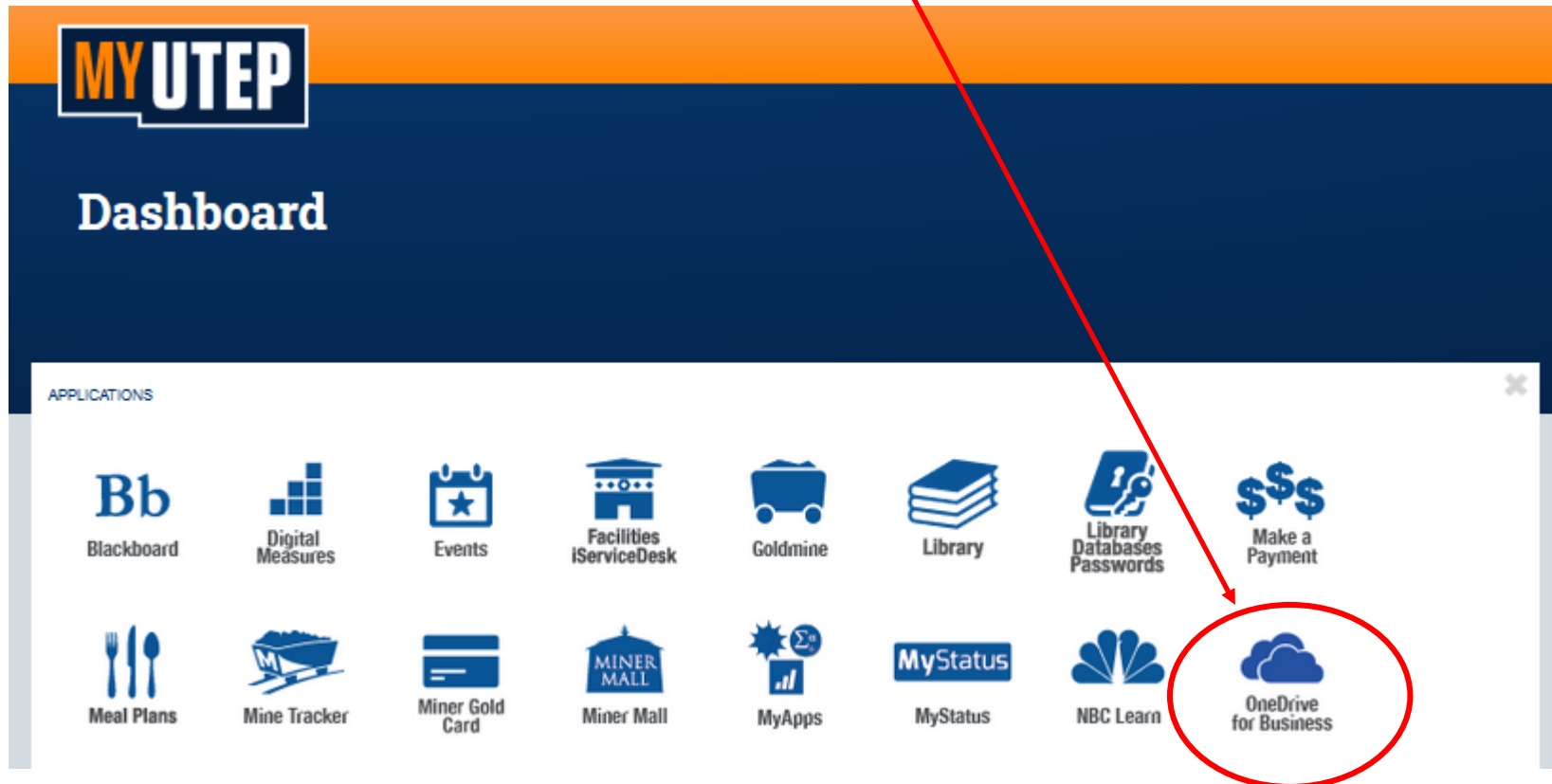




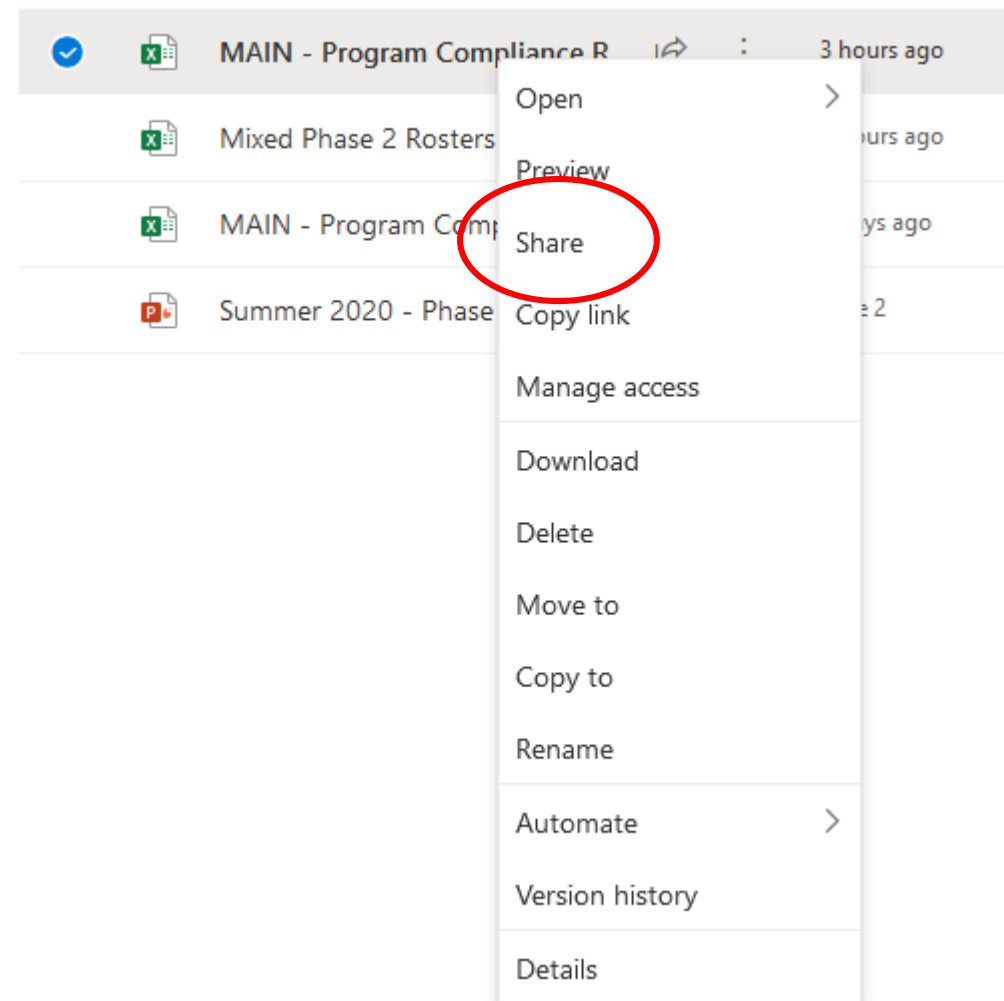


...you will find your OneDrive for Business App icon once you log in to your My.UTEP.edu account. If you have never used OneDrive before, you will have to complete an initial log-in event and familiarize yourself with Folder and File storage processes. You can always access your data from any device, from anywhere you have internet access. No worries about a “Thumb-Drive” or computer and file corruption issue.

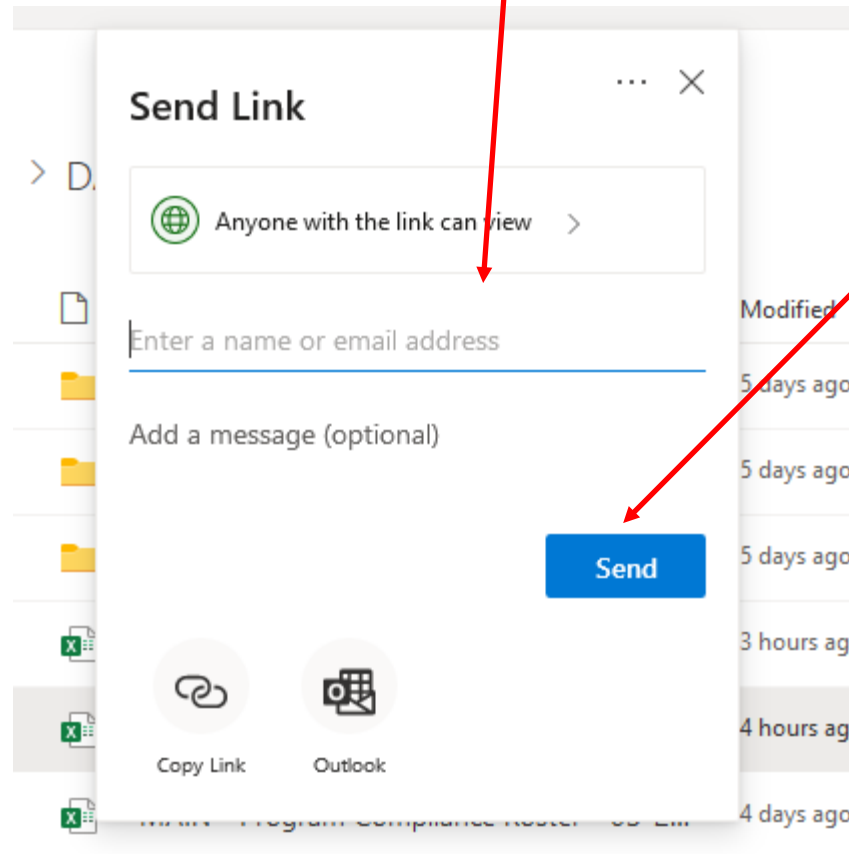


...after you have stored your files into your One Drive account, place the Mouse Cursor over the file you wish to share. Right click your “Mouse” to display this menu on your screen.

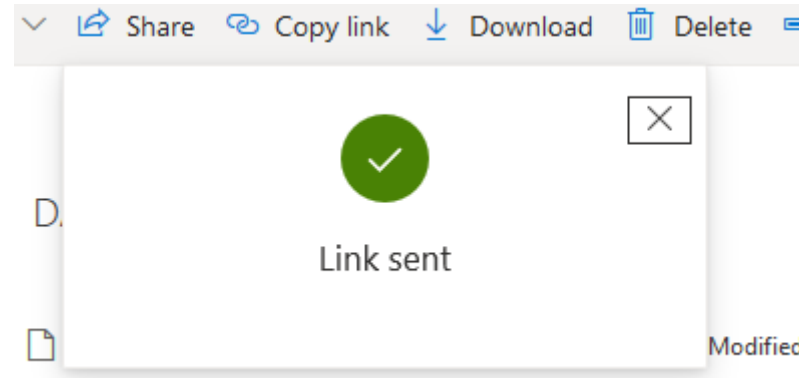
Select and click “Share”



...this menu will appear. Type my email address: pjrodriguez@utep.edu and then click the “Send” button.



...if you completed the “Share” process correctly, then you will view this confirmation pop-up on your screen.



I will confirm my receipt via email message.