University Writing Center
Online Session Directions

Sharing your work

> **Luciana Maria Herman**   4:07 PM
>
> Ok, I'm going to share the link for my folder with you. Select the link; if you're not already logged into UTEP, it will ask you to use your SSO login information.
>
> minersutep.sharepoint.com/:f:/s/UWCOnlineConsultations/EmoWd9Pfu9dOo-WVx1iftPIBlz7ZkemLPAS8JO8YDvtUUQ?e=TvAkj1

Your consultant will share a link to their folder with you through the chat box in your breakout room.

If you are not yet logged into the UTEP system, selecting the link will first redirect you to log in before you can access your consultant's folder to upload your work.

To upload your work: Select the "Upload" button in the folder's menu bar, or drag and drop your document into the "Drag files here" space.
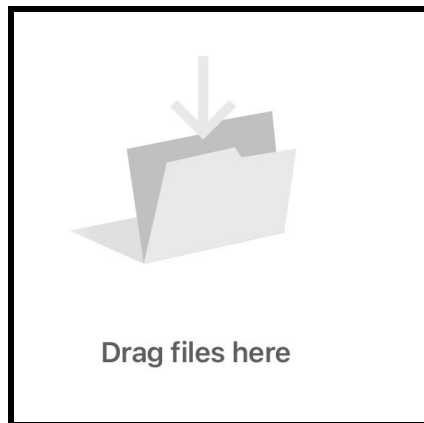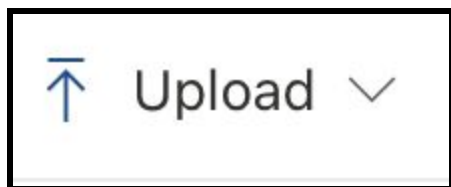
↑ Upload ⌄

Drag files here

Once your work is successfully uploaded, it should look like the image above.

Concluding your session

When you are finished collaborating, your consultant will change the name of your document by adding "UWC" to the end of your file's name. This will help you recall what version you worked on during your session.

After your document has been renamed, you need to download your document to your computer. **Your document will be deleted from your consultant's folder after your session is over.**
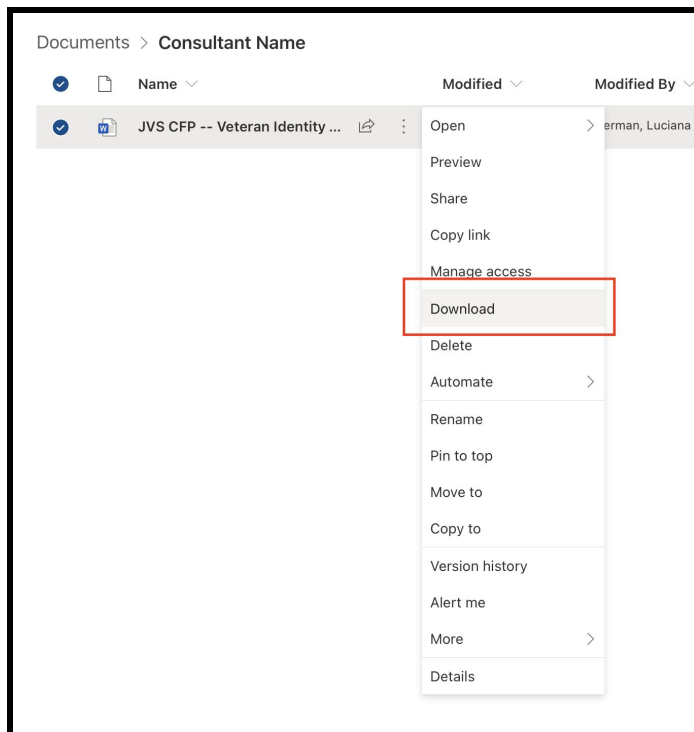
To download your work: Select "Download" from the vertical ellipses (three vertical dots) menu next to your file name.

You can also select the check mark to the left of your document's name and then the "Download" button from the folder's menu bar.