



OneDrive

Share a Folder

with Supervisor or FW Coordinator

Before you share...



Make sure **ALL** documents submitted **DO NOT** contain any identifiable data of the agency and service users



Remove password (if any)



Arrange documents and sub-folders in an organized manner

Organize all documents and/or subfolders into ONE folder



Share that **ONE** folder

Share Via Web Browser

1. Please go to <https://www.polyu.edu.hk/its/it-services/email-messaging-and-collaboration-services/>
2. Login with your NetID and password

The screenshot shows the website <https://www.polyu.edu.hk/its/it-services/email-messaging-and-collaboration-services/>. The navigation bar includes links for Drama, My career, HRO, APSS, Fieldwork, Teaching, Lib, and Poe - Sage. Two main sections are highlighted with red boxes:

- Current Students**
 - [Connect Email](#)
 - [OneDrive for Business](#)
 - [Teams](#)
 - [Forms](#)
 - [Office ProPlus](#)
 - [Microsoft Software](#)
 - [Stream](#)

* The license will be removed after a current student graduated.
- Staff**
 - [Staff Email](#)
 - [OneDrive for Business](#)
 - [Teams](#)
 - [Forms](#)
 - [Office ProPlus](#) (for full-time permanent staff only) *
 - [Mailing List Management System](#) (for registered staff only)
 - [Stream](#)

* The license will be removed after a staff left PolyU

Tai Man Peter

+ New ▾ ↑ Upload ▾ ↗ Share 🔗 Copy link ↻ Sync

My files

Recent

Shared



Recycle bin

Libraries

Help you work on projects with team and share information anywhere on any device. Create view sites to see them here.

[Create shared library](#)

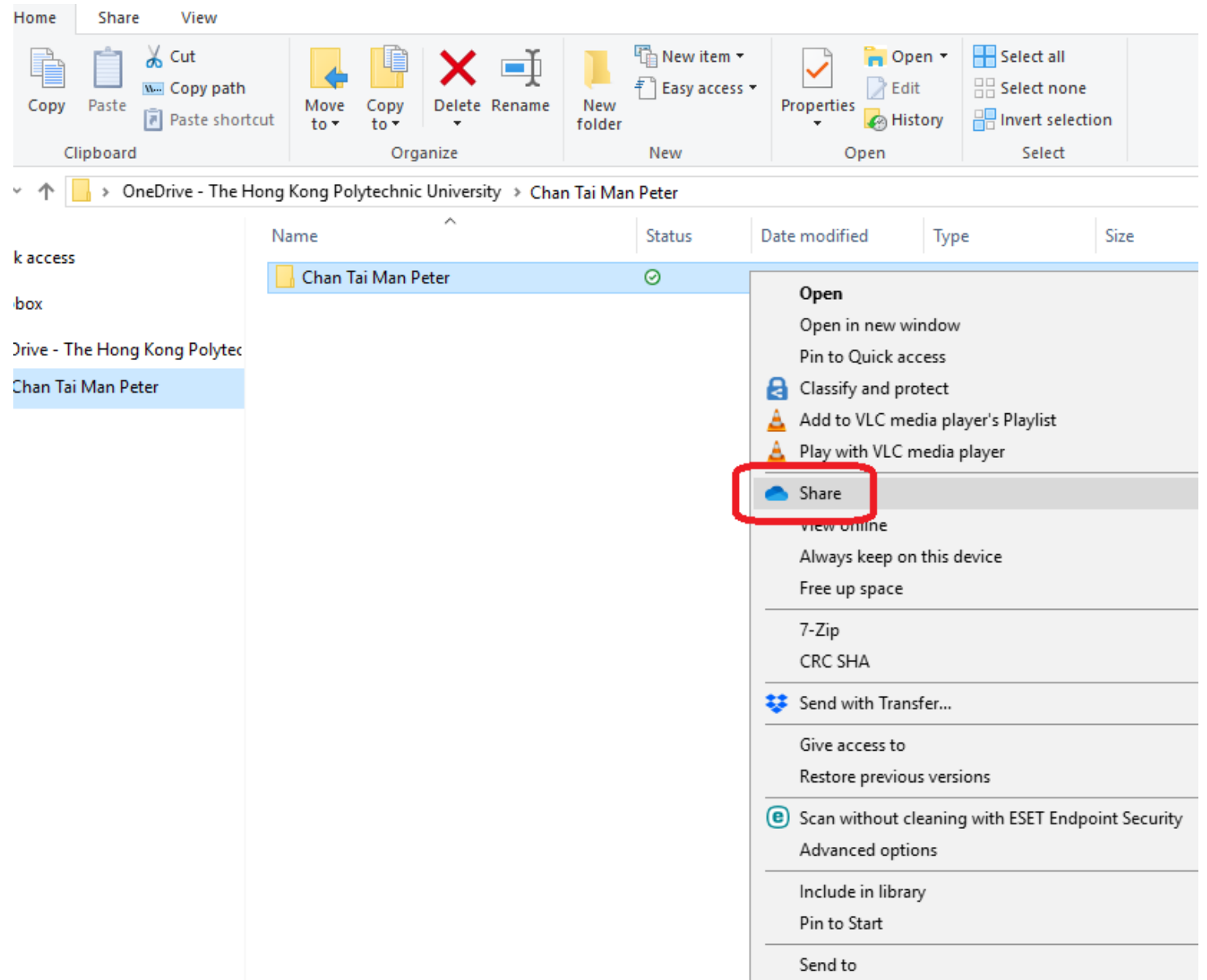
My files > Sample

	Name ▾	Modified
	 Chan Tai Man Peter	17 hours ago

Share a Folder via Web Browser

or Share a Folder via File Explorer

*if you have installed OneDrive App on your computer.



Sharing Option

Share

Link settings

Who would you like this link to work for?
[Learn more](#)

- Anyone with the link
- People in The Hong Kon...ic University with the link
- People with existing access
- Specific people** ✓

Other settings

- Allow editing
- Block download

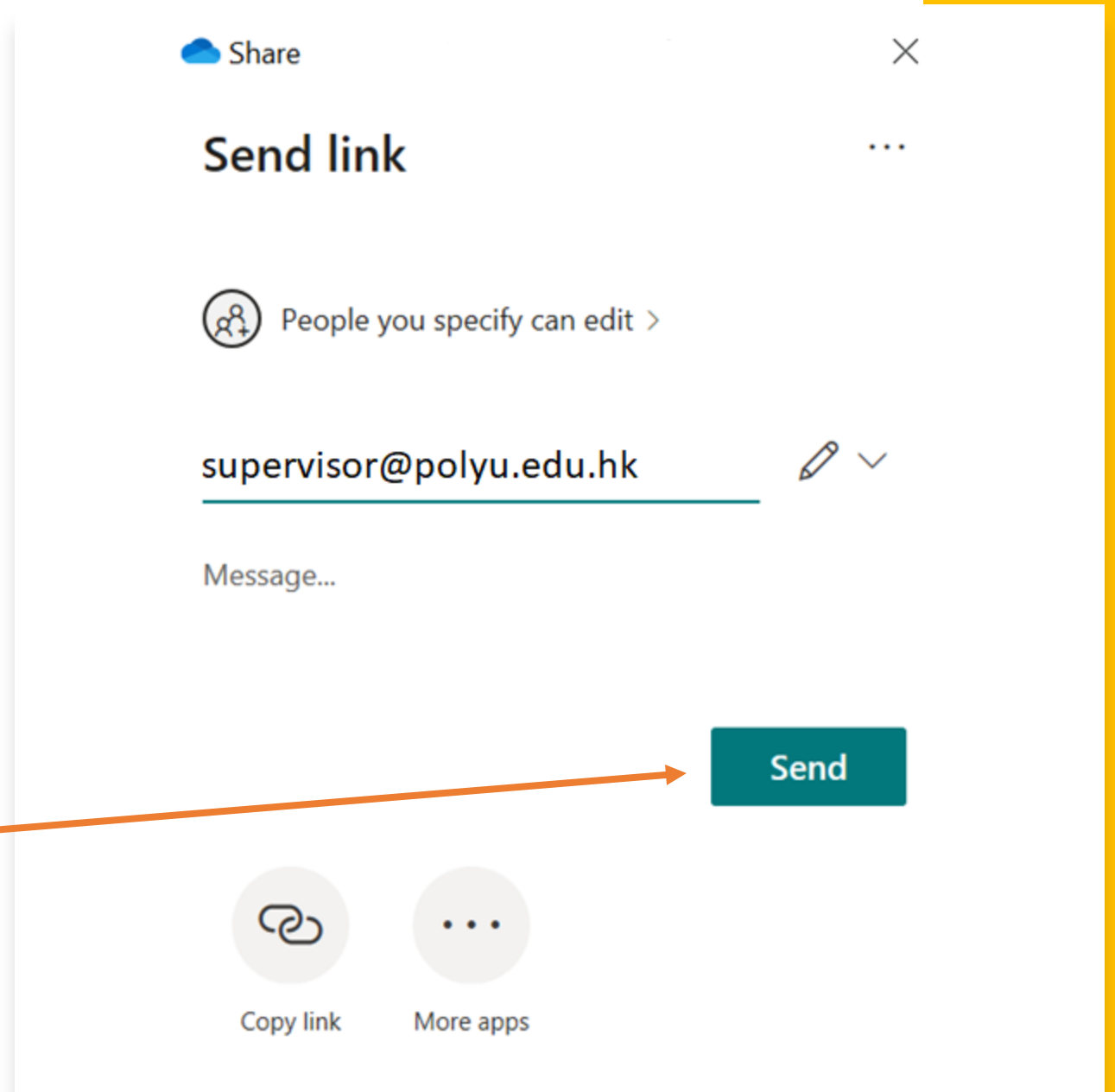
Apply Cancel

- Choose **“Specific people”**
- ✓ **“Allow Editing”**

*To share with supervisor
for handling written
assignments:*

Enter the **Polyu** email of
your supervisor:
xxxx@polyu.edu.hk

and SEND



Students are to share folder of work samples to FW coordinators **at the end of placement.**

Enter emails of the FW coordinator and clerical staff of **your program** and

Fieldwork Coordinators

- Ms. Rebecca Chan (MSW FWI) rebecca-hy.chan@polyu.edu.hk
- Ms. Ella Chow (MSW FWII) ella.chow@polyu.edu.hk
- Ms. Rita Cheung (BASW FW II & III) rita.cheung@polyu.edu.hk
- Ms. Elaine Chow (BASW FWI) elaine.yl.chow@polyu.edu.hk

Clerical Staff:

- Ms. Lee Suk Wai (MSW) suk-wai.lee@polyu.edu.hk
- Ms. Sally Tang (BASW) sally.tang@polyu.edu.hk



The End