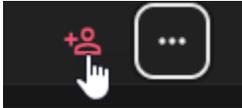


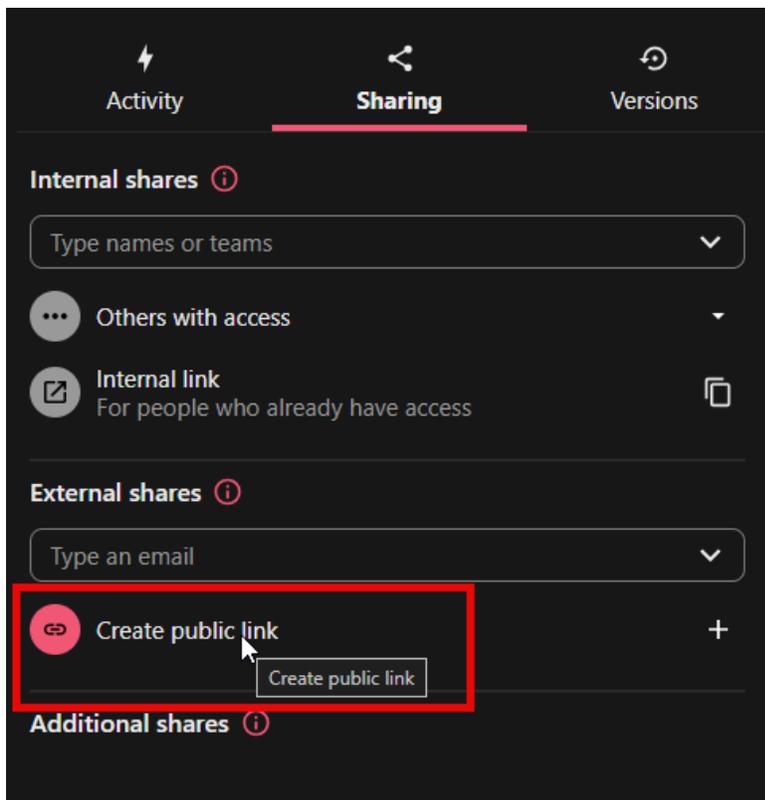
How to Share via Link

Share Link

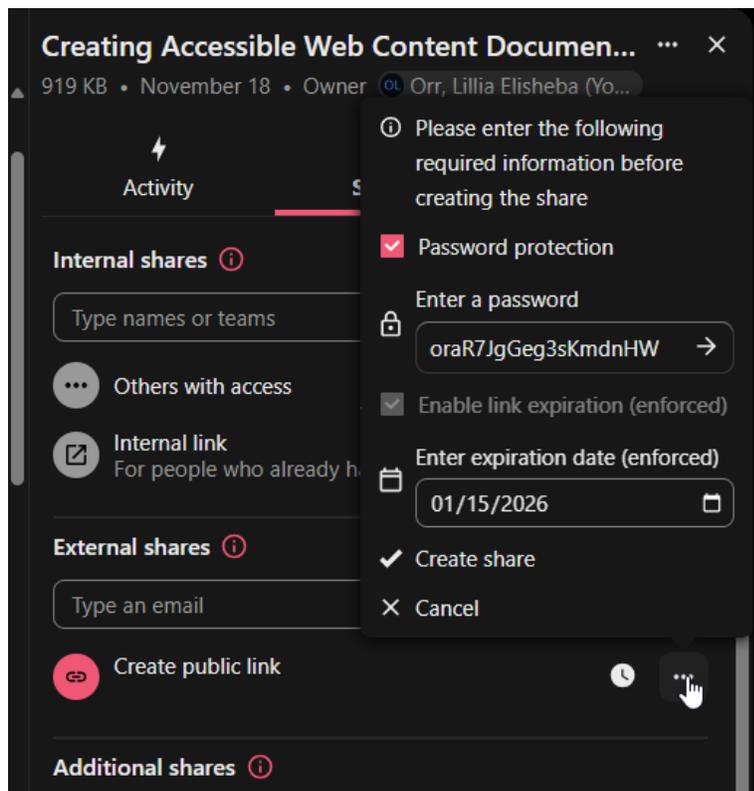
Step 1: Click the share icon next to the file or folder you want to share to open the share menu.



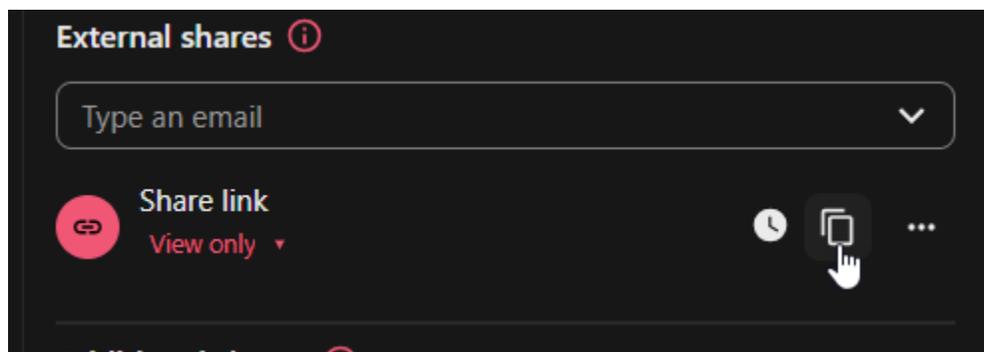
Step 2: In the sharing menu, click “create public link”



Step 3: Choose a password and expiration date, then click “create share”



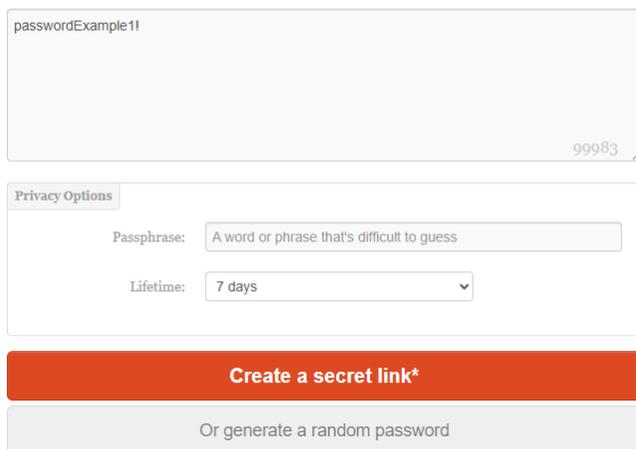
Step 4: From here you can copy the link, seen below:



Step 5: Share the link with the person you intend, as well as the password using the [one time secret link generator](#). NOTE: Do not share passwords in plain text.

Once you visit the One Time Secret site, you can input your password then click “create a secret link”:

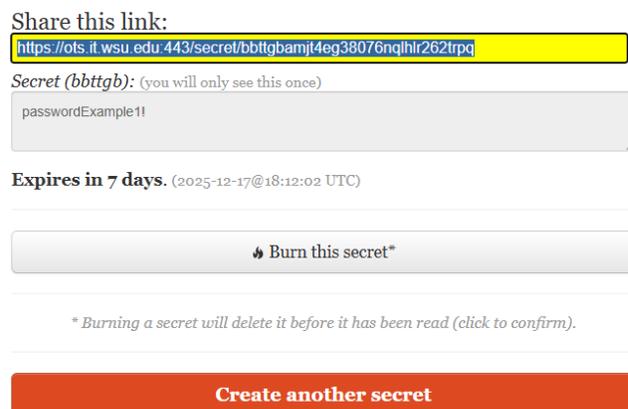
S



The screenshot shows the One Time Secret generator interface. At the top, there is a text input field containing the password "passwordExample11". Below this is a "Privacy Options" section with a "Passphrase" field containing "A word or phrase that's difficult to guess" and a "Lifetime" dropdown menu set to "7 days". At the bottom of this section, there is a red button labeled "Create a secret link*" and a grey button labeled "Or generate a random password".

Step 6: Copy the password link to share. Note: Links are only viewable once.

S

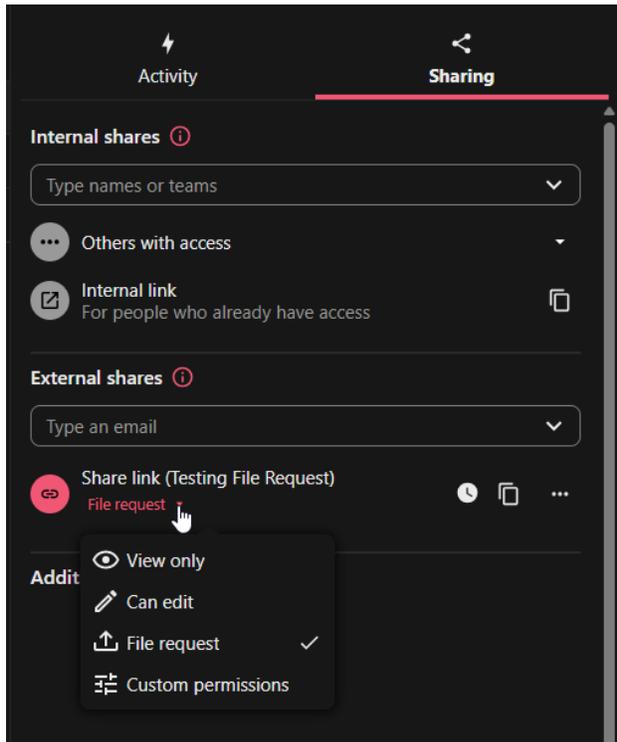


The screenshot shows the One Time Secret sharing interface. It starts with the text "Share this link:" followed by a yellow highlighted URL: "https://ots.it.wsu.edu/443/secret/bbttgbamjt4eg38076nqlhr262trpq". Below the URL is the text "Secret (bbttgb): (you will only see this once)" and a text input field containing the password "passwordExample11". Underneath, it says "Expires in 7 days. (2025-12-17@18:12:02 UTC)". There is a grey button labeled "Burn this secret*" and a red button labeled "Create another secret". A small note at the bottom reads: "* Burning a secret will delete it before it has been read (click to confirm)."

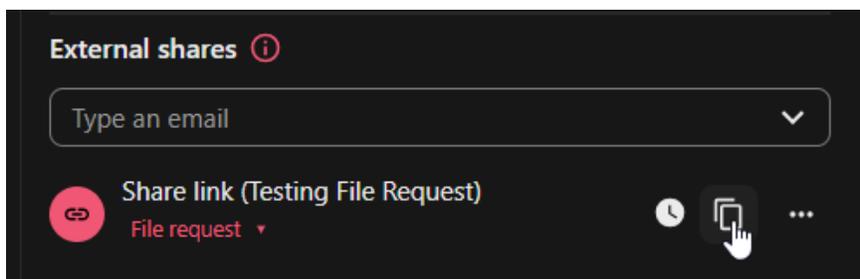
Request Upload

You can also request that someone upload a document to your MyDrive.

Step 1: Open the share menu for a folder you're wanting them to share content with you to, then under share link, click the "file request" option.



Step 2: Click Copy icon to copy the upload link



Step 3: Share the link with those you want to request a file upload.