



OneDrive: Document Sharing

Learning Guide

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OneDrive: Document Sharing

Purpose	This learning guide provides information about Microsoft OneDrive and how to receive files from Enbridge through OneDrive.
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What is OneDrive?

OneDrive is Microsoft's Cloud-based data sharing and storage solution. Although you can store documents in **OneDrive**, it is not intended as a storage space for documents. Enbridge utilizes this tool specifically to transfer large files and documents with intended recipients.



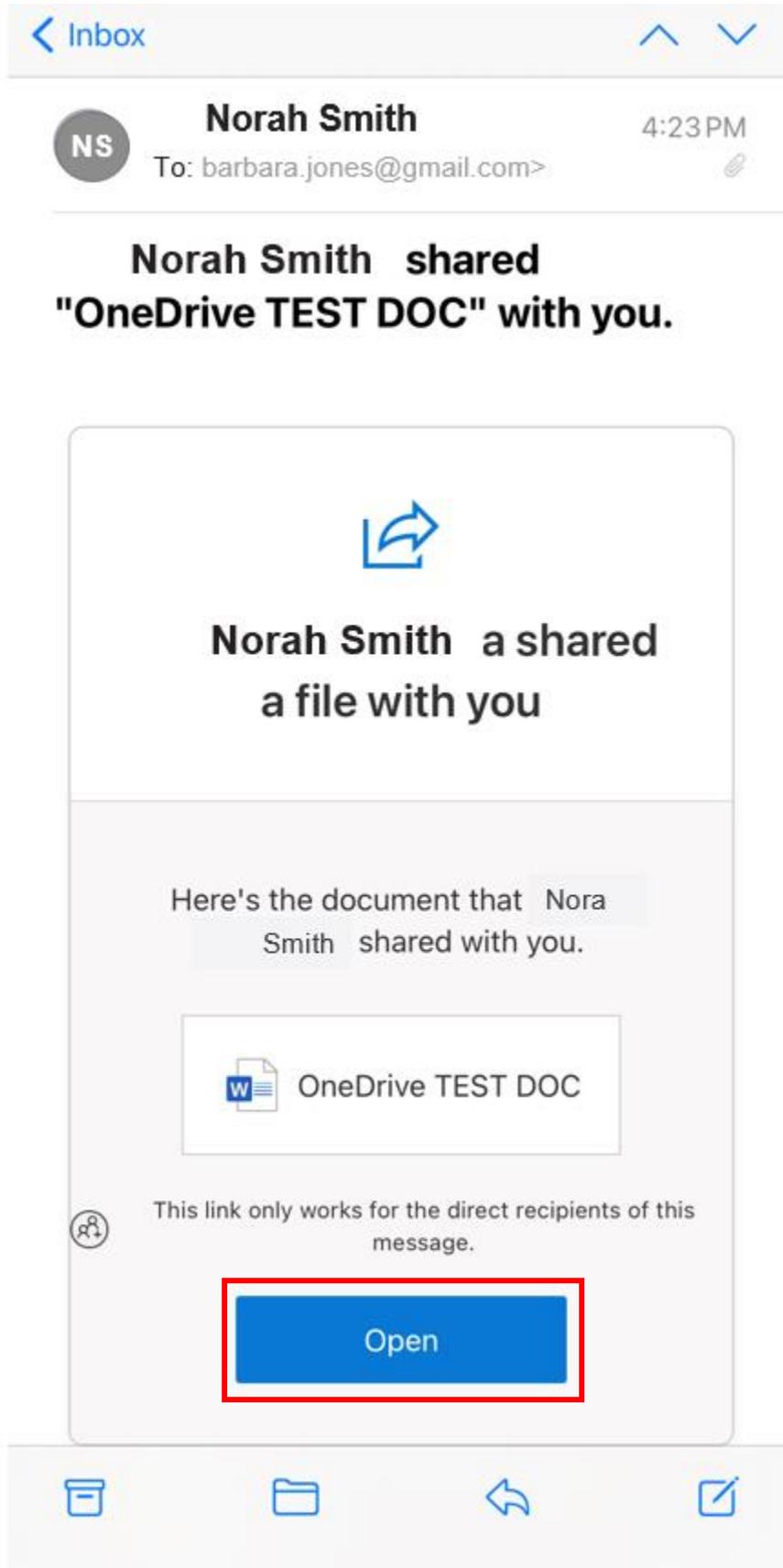
Why OneDrive?

During contract negotiations, and final execution Enbridge may need to share very large documents or files with a supplier. **OneDrive** allows designated recipients to access or receive files from any device connected to the internet. **OneDrive** also allows files up to 250GB to be shared, which is larger than most email service applications.

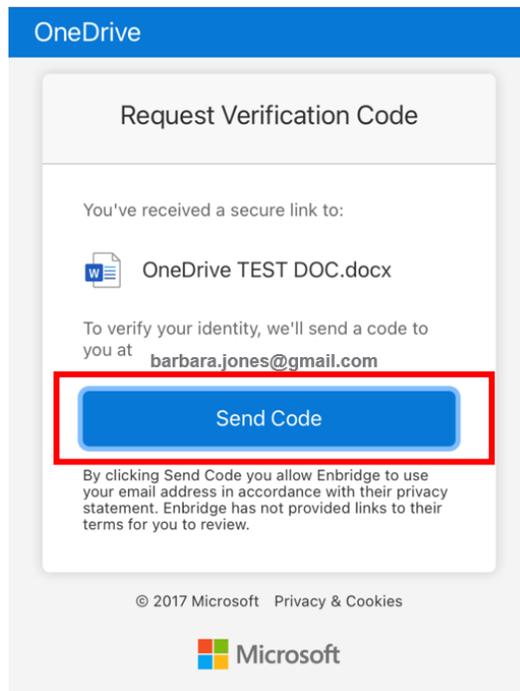
Receiving a file through OneDrive

1. If Enbridge shares a file with you through **OneDrive**, you will receive an email notification with a link to the file. **Please Note:** You do not need to have the **OneDrive** application to access a shared file.

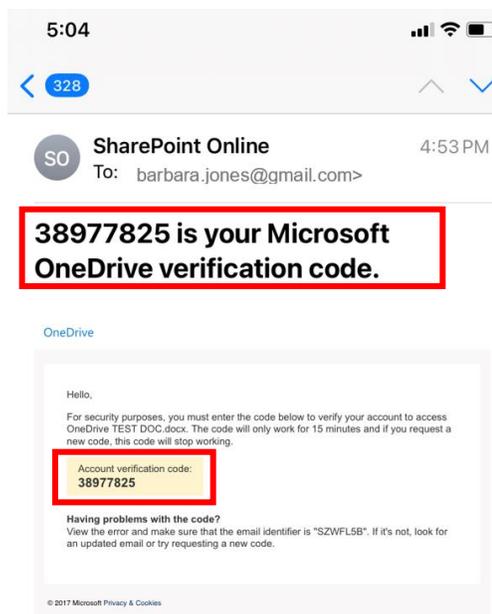
Click on the **Open** button within the email.



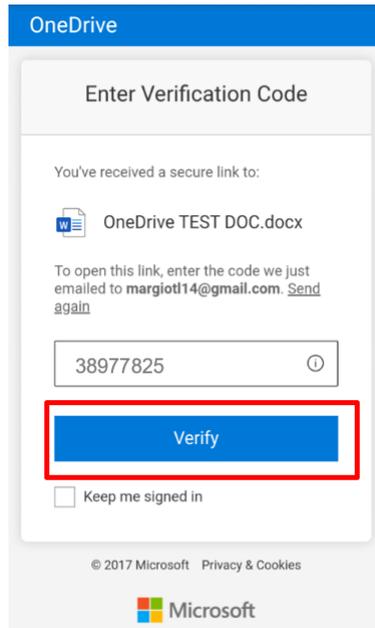
2. As you are receiving access to a secure file, you will be prompted to verify your identity. **OneDrive** will send the following **Request Verification Code** message. Click **Send Code** to have the secure code sent to your email address.



3. Check your inbox to access the **OneDrive verification code**. Select and copy the code. If you do not see the email in your inbox, check your Spam or Junk mail folders as the verification code comes from an autogenerated email address: **SharePoint Online**.



4. **Paste** or enter the code in the **Enter Verification Code** screen and click **Verify**.



5. You will be directed to the shared document. After you have received the document through **OneDrive**, please download the document to where you can continue to access it. Documents will only be shared temporarily with suppliers through **OneDrive**.

Please Note: You will not be able to share the OneDrive link with anyone else. The shared file can only be viewed by designated recipients.



- ★ Enbridge may use **OneDrive** to share large files with suppliers in support of contract execution and negotiation activities, however it is not the **only** tool that can be utilized to communicate with Suppliers.

Confirmation of Receipt

6. After you have accessed the shared document the sender will receive a confirmation that you have opened the link you shared with them.

barbara.jones@gmail.com has opened the link you sent to "OneDrive TEST DOC"!

If this is unexpected, you can open your document and manage its sharing permissions by clicking [here](#).

 This link only works for the direct recipients of this message.

 OneDrive TEST DOC

[Open](#)

 Microsoft OneDrive

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