



OANC QUICK TIPS

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Quick Tip No. 4 (2023)

Setting Up Shared Folders in OneDrive

Creating and saving documents in shared OneDrive folders can enhance collaboration between Commissioners and ensure that important documents are accessible to current and future ANC's.

This quick reference will go over the following topics:

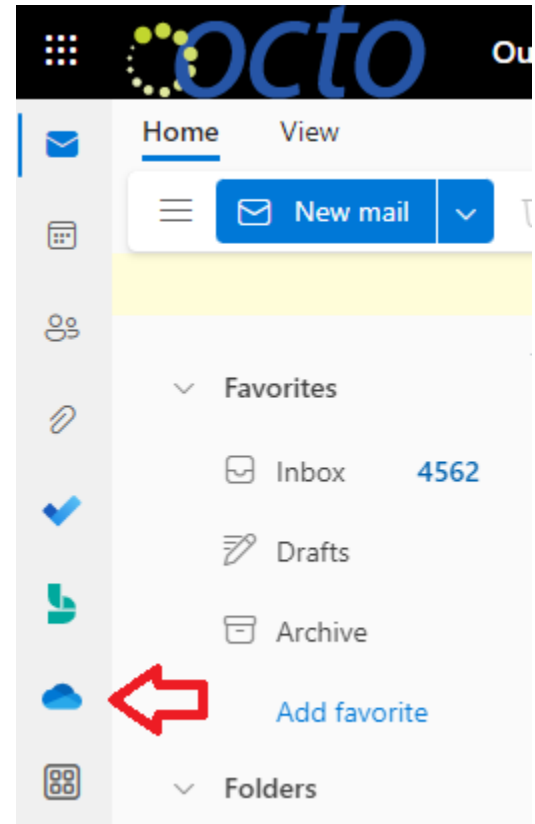
- Creating folders in OneDrive; and,
- Sharing folders with Commissioners.

NOTE: For the purposes of setting up shared folders, the Office of Advisory Neighborhood Commissions (OANC) recommends using the main email account for the Commission. Every ANC has one. These accounts were created for all ANC's and set up as the ANC designation followed by @anc.dc.gov. For example, ANC 1A's main account is 1A@anc.dc.gov. Same for 1B, 1C and so on. If your Commission does not know the password for your account, please contact the OANC. We can reset the password for you.

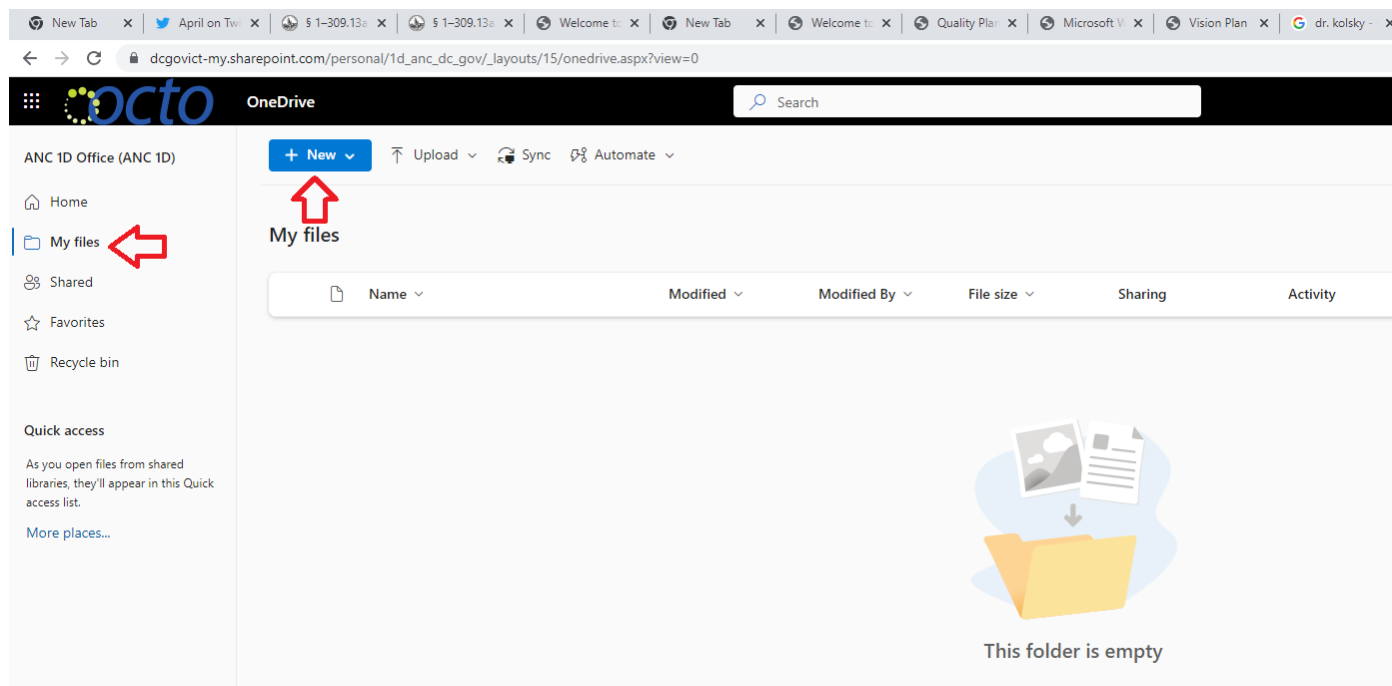
No. 1 – Creating Folders in OneDrive

After you have logged in to your ANC's main email account, follow these steps to create folders.

- 1) Look for the Cloud icon to the left of the inbox folder menu. (See image to the right. The red arrow is pointing to the Cloud icon).
- 2) Click on the Cloud icon to open the OneDrive associated with the mail account.
- 3) Click on the "My files" folder to open the OneDrive folder area. (In most cases, the OneDrive for the main ANC account will be empty. See image on the top of page 2 for what the OneDrive will look like before you begin and for where the "My files" link is located).

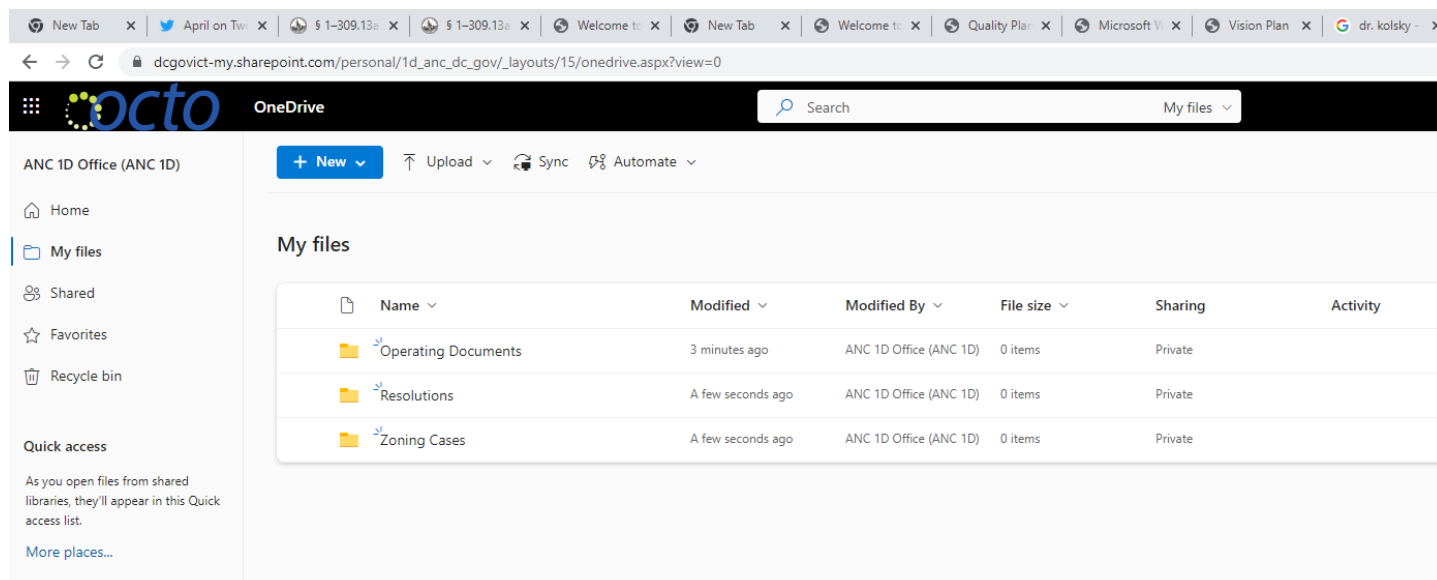


Office of Advisory Neighborhood Commissions Quick Tips No. 4 – Setting Up Shared Folders in OneDrive



(Image of blank OneDrive space)

- 4) Before you begin creating folders, consider how you want your documents organized. In this example, we have set up folders for:
 - a) Operating Documents (documents including bylaws and standard operating documents);
 - b) Resolutions; and,
 - c) Zoning Cases.
- 5) To create a new folder, click the “New” button on the top menu (see above for location) and then click on the “New folder” selection.
- 6) Repeat Step 5 to create as many folders as you like. You can also create subfolders to assist you in organizing your shared files.
- 7) Once you have created your folders, you are ready to share the folders with all Commissioners on your ANC. (See below)






(Shared file space after the creation of folders)

No. 2– Sharing Folders within the ANC

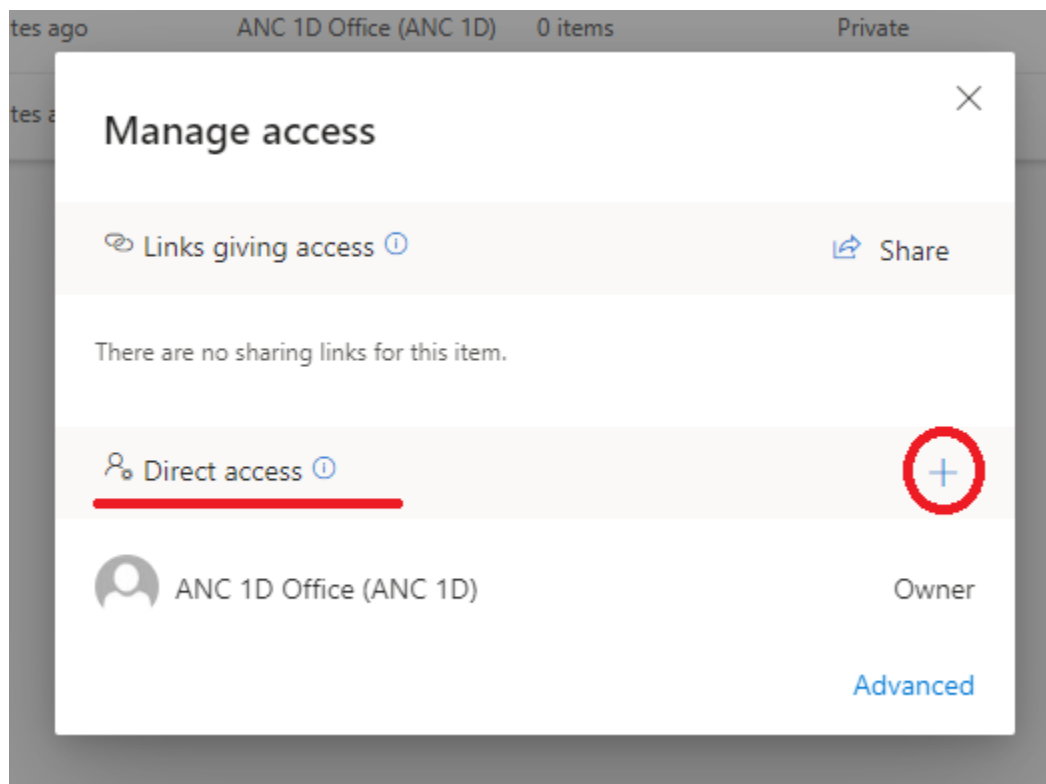
Now that you have created a folder structure within your shared ANC workspace, you need to share access to this space with every Commissioner on the ANC. To do this, follow these steps:

- 1) The status of each folder is listed to the right under “Sharing.” The default is listed as Private. You want to grant access to your ANC colleagues (See below)

My files

	Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
	 Operating Documents	3 minutes ago	ANC 1D Office (ANC 1D)	0 items	Private
	 Resolutions	A few seconds ago	ANC 1D Office (ANC 1D)	0 items	Private
	 Zoning Cases	A few seconds ago	ANC 1D Office (ANC 1D)	0 items	Private

- 2) Click on the word “Private” under the heading “Sharing.”
- 3) A dialogue box will open with the heading “Manage access.” Click on the plus symbol to the right of “Direct access.” (see image below for example).



- 4) Type in the email addresses for each Commissioner on your ANC. When you are finished, click the Grant access box at the bottom. Also, make sure that the Notify people box is checked so that they receive email notification of their access.

← **Grant access** ×
Operating Documents

- Willis, Kelly (SMD 1D01) ×
- Grigg, Hannah (SMD 1D02) ×
- Nunez, Erika (SMD 1D03) ×
- Romero, Yasmin (SMD 1D04) ×
- Parbhoo, Omar (SMD 1D05) ×
- Allison, Angela (SMD 1D06) ×
- Decker, Gary (SMD 1D07) ×

Add another

Message...

☒ Notify people

Grant access

Congratulations! You have just created and shared access to folders in your shared ANC OneDrive workspace.