

How to share your COVID19 Test Results

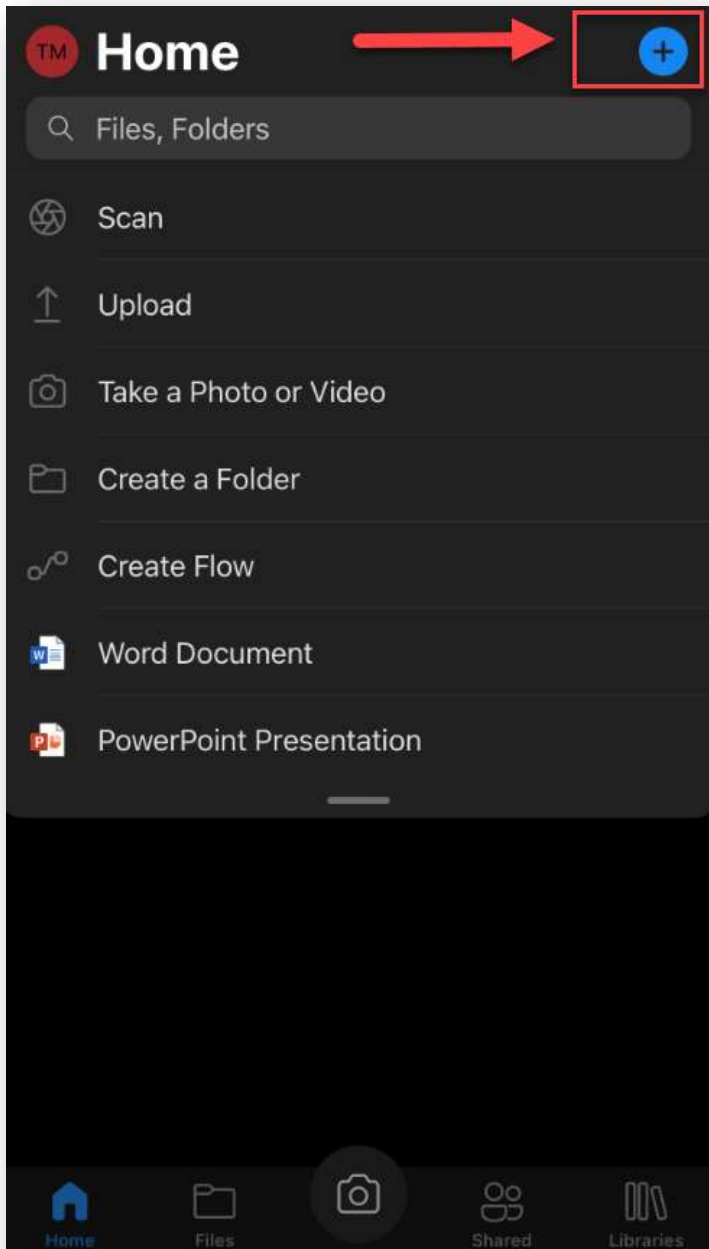
You can share your COVID19 Test Results using 3 different platforms.

Using Microsoft OneDrive for iOS/Android

- 1) Download **Microsoft OneDrive** from your Mobile's app store.



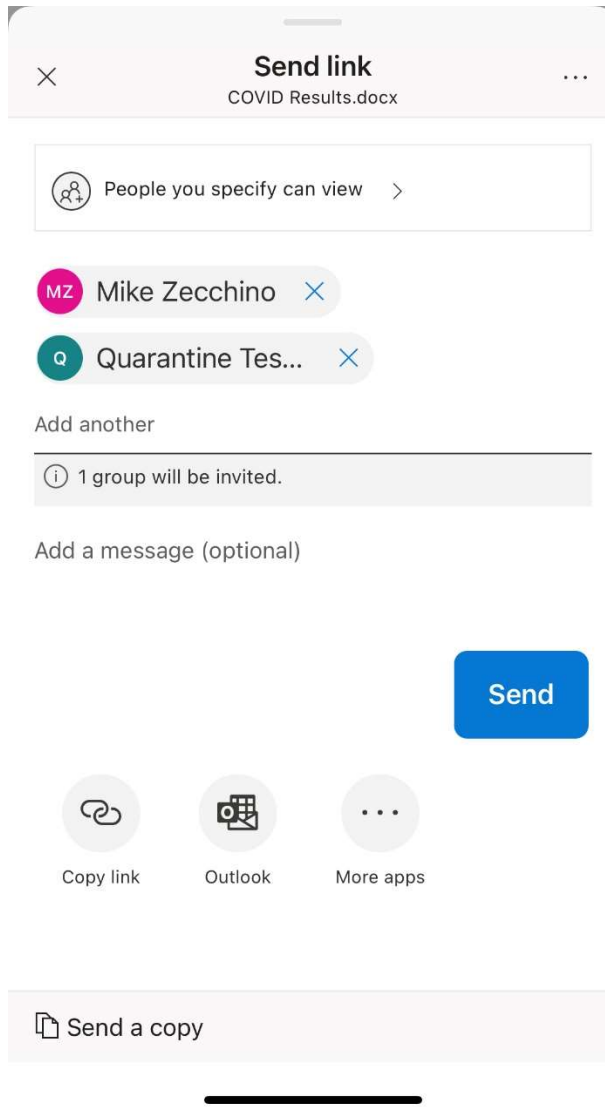
- 2) Sign in using your Georgian account
- 3) To upload files and folders
 - In the OneDrive app, tap **+** at the top of the screen.
 - Then tap to **Take a photo**, **Scan** a document or **Upload** a file or photo.



Notes:

- If you choose **Take a Photo**, your device's camera app opens. You might be asked if you want OneDrive to access your camera - tap **Yes** to allow your pictures to be saved in OneDrive.
 - If you tap **Choose Existing**, links appear to the Photos app on your device. Browse to the pictures you want to upload, select them, then on the top bar, tap **Done**.
- 4) Once uploaded, select the file you want to share (press and hold to select it).

- 5) Enter the following names of the people you want to share the results and **Select** from the list:
Mike Zecchino and Quarantine Test Results

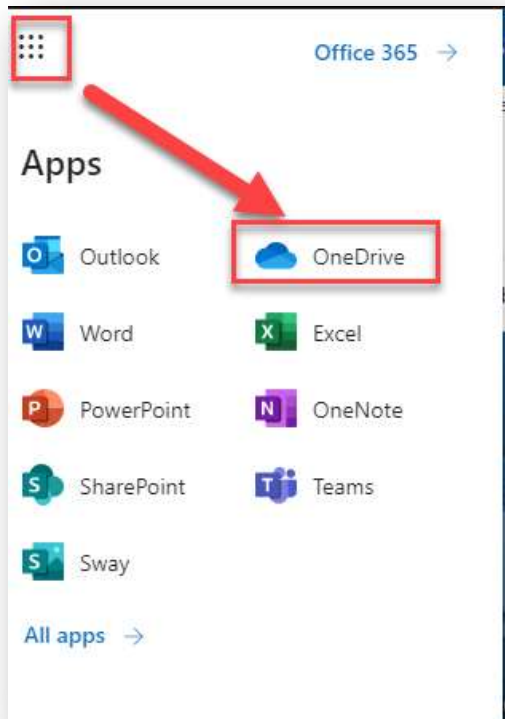


- 6) When you're done entering who you want to share with, select **Send**. An email is immediately sent to the people you have listed.

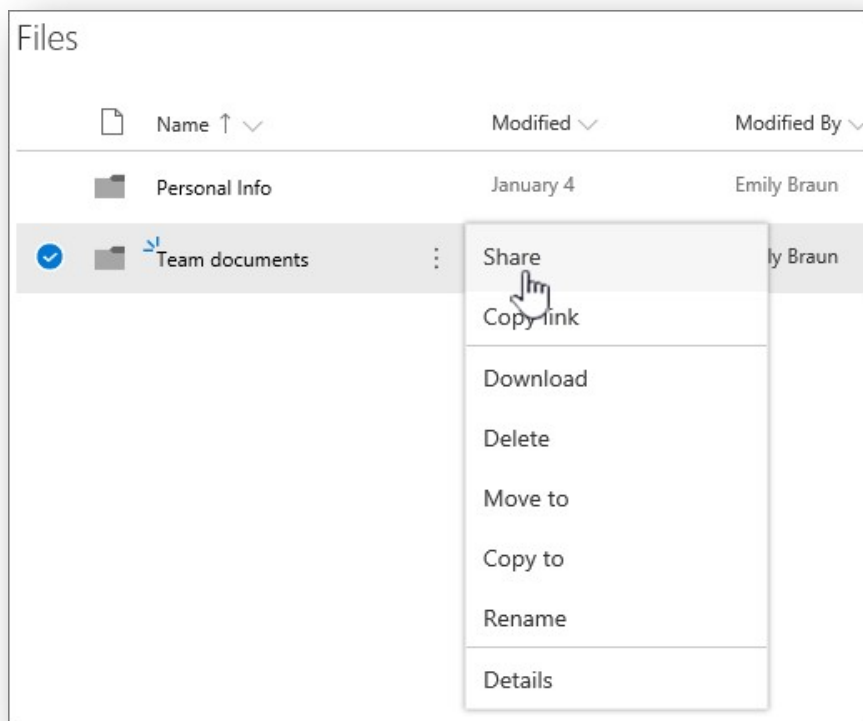
Using Web portal

Once you have your file uploaded on your OneDrive, you may use either Microsoft OneDrive for Business (Windows 10 / MAC OS) or Web version of OneDrive. In order to use Web version:

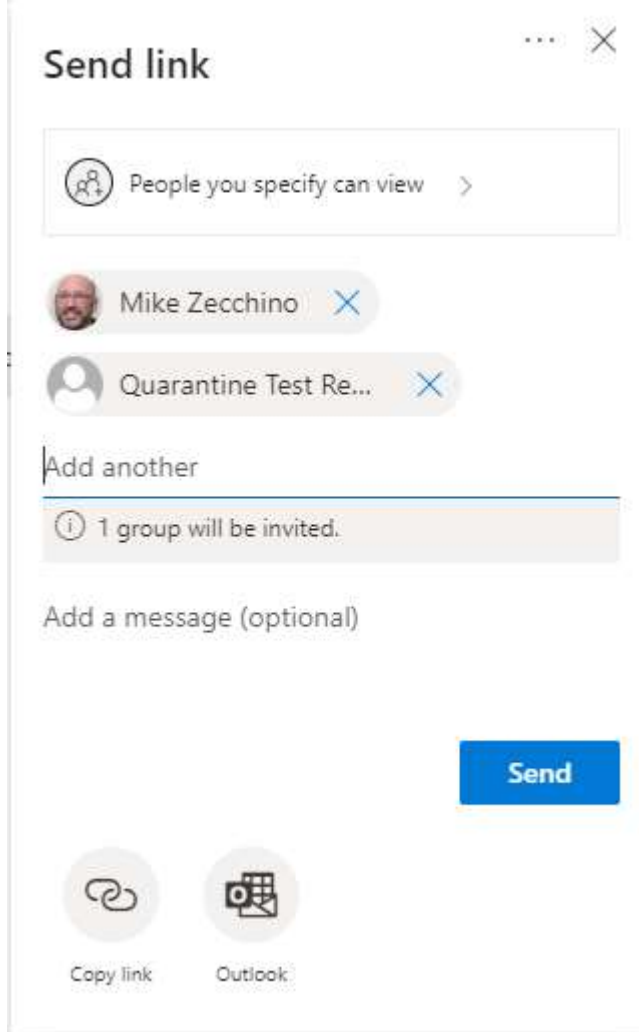
- 1) Go to the [GeorgianCollege.ca](https://www.GeorgianCollege.ca). Click on **Login** and select Student Portal. Sign in with your Georgian user name and password.
- 2) From the App launcher, select **OneDrive**.



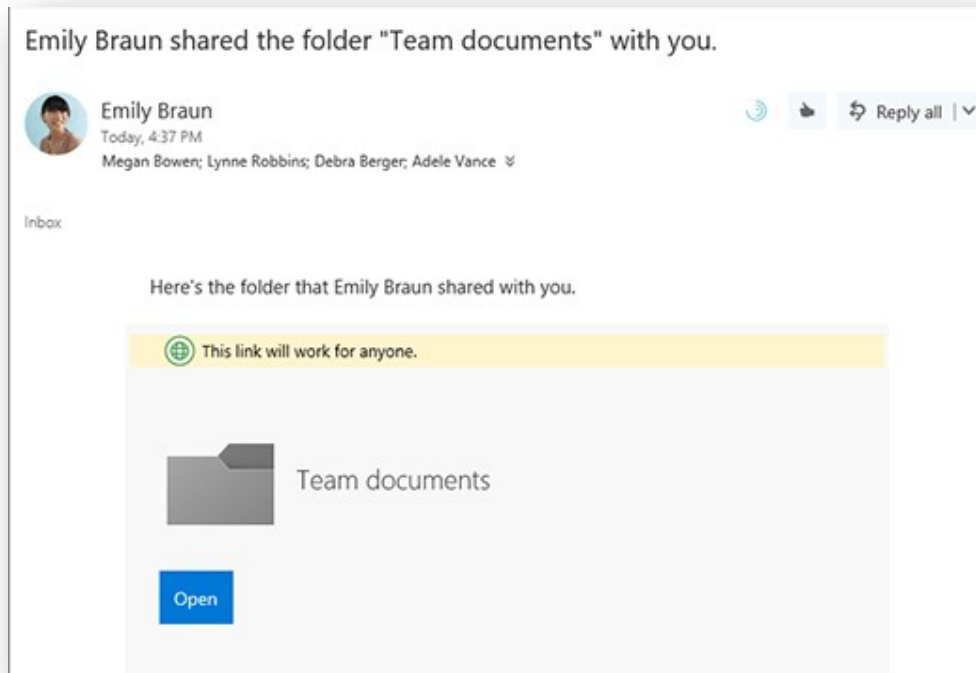
- 3) You can share either individual files, or a whole folder. Pick a file or folder, right-click, and then choose **Share**.



- 7) Enter the following names of the people you want to share the results and **Select** from the list:
Mike Zecchino and Quarantine Test Results



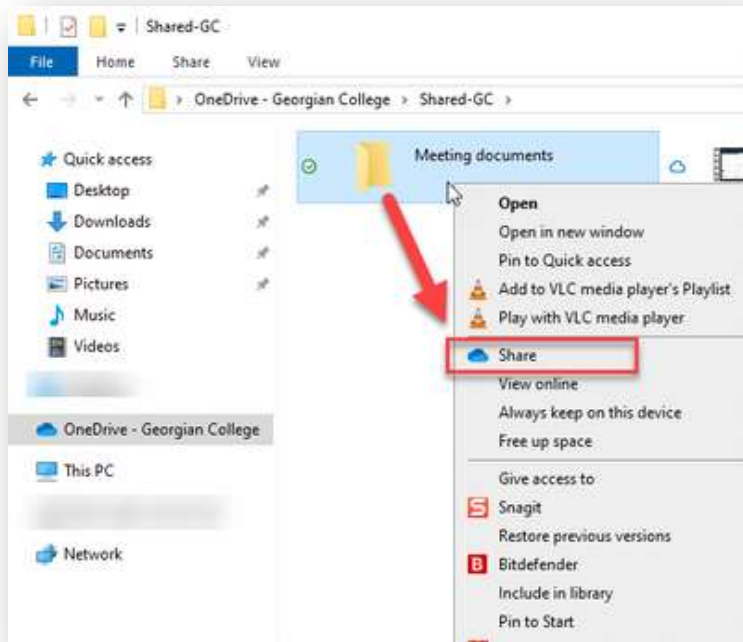
- 4) When you're done entering who you want to share with, select **Send**. An email is immediately sent to the people you invite.
- 5) Here's what the email looks like



Using OneDrive for Windows

If you already have you OneDrive set up on your windows system, you can directly shar it from there.

- 1) **Right-click** the file/folder you would like to be shared with others.
- 2) Select **Share**.



3) Enter the following names of the people you want to share the results and **Select** from the list: **Mike Zecchino and Quarantine Test Results** and click send.

