# HOW to use Microsoft Onedrive for upload files?

1) If you would like to share any documentation with NEOEMKI, send a mail to cert@emki.hu or titkarsag@emki.hu
2) NEOEMKI will create a directory for you on Microsoft One-drive
3) You will receive an automatic e-mail with the message: „XY shared a directoty with you, here is the name of the directory (name of your directory). This link will work exclusively for recipients of this e-mail."
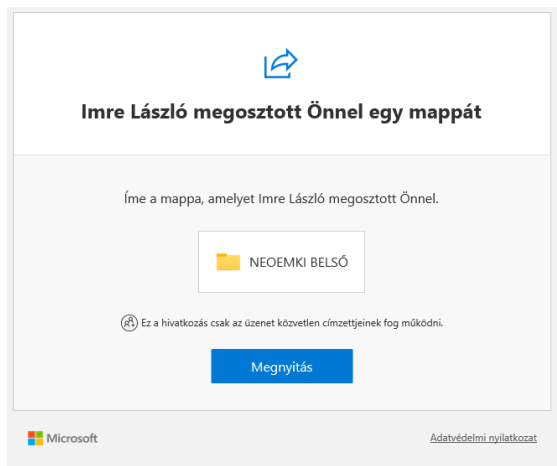


4) Click on „Megnyitás" to proceed.
5) A new window popping-up with the message: Asking for authentication code, you have received a safe link to directory: (your directory name). You will receive an authentication code to the following e-mail address (your e-mail address). With clicking on „Kód küldése" button you allow NEOEMKI Kft. to use your e-mail address according to its data privacy regulation. NEOEMKI Kft. did not specify the link where data privacy conditions available."
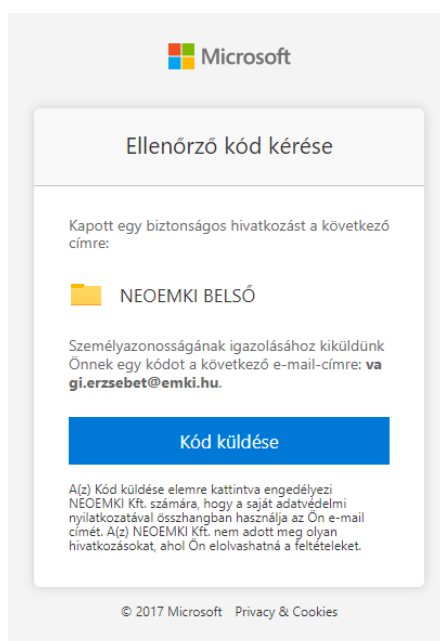
6) Click on „Kód küldése" button. Check your e-mail box for the access code.
You will receive an e-mail with the following content.



For safety reasons you have to confirm your e-mail address by entering the access code for the following directory (your directory name). The code is valid for 15 minutes only and will become void when you ask for a new code.
Do you have problem with the code?
Read the error message and check your e-mail ID: (your e-mail ID).
If e-mail ID doesn't match, check up for fresher e-mail or ask for new code.

7) Enter your code and confirm with „Ellenőrzés" button. With the checkbox you can remain logged-in. With „újraküldés" link you can ask for a new code.

8)  you can now upload your files on One-drive
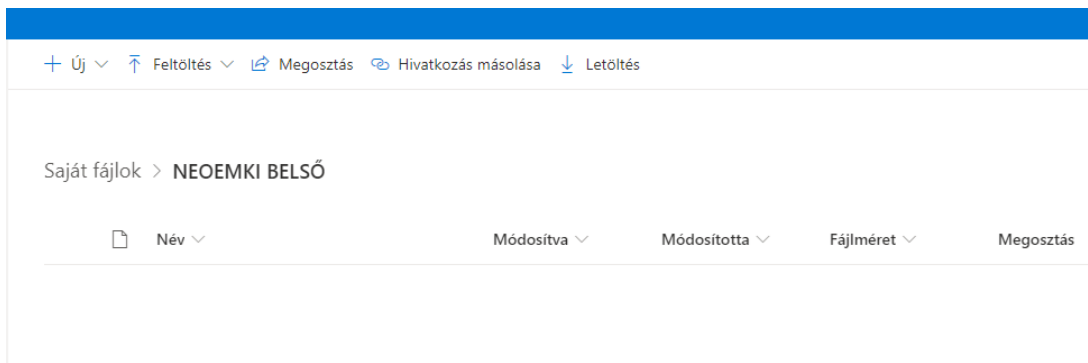


Új= creating new file or directory
Feltöltés= uploading
Letöltés= downloading
Megosztás=sharing content (not necessary for sharing content with NEOEMKI!)

9)  send a confirmation e-mail to cert@emki.hu or to titkarsag@emki.hu when you finished.