# Content Sharing on the ALF Marketing OneDrive

NOTE: This is for those who may use OneDrive on their own and prefer (or need) direct access to our shared folder. Others can simply share media and files via our **DIRECT UPLOAD LINK.**

Thank you for willingness to collaborate and share content using the ALF Marketing OneDrive. This step-by-step guide will direct you to the location within the OneDrive the content should be uploaded for the Social Proofer to utilize in social media and outreach posts.

Logging into the ALF Marketing OneDrive

1. The ALF OneDrive will be shared with you by Darren Smith, if not done so already. You will receive an email notification, same or similar as the one pictured below, prompting you to click open the shared file named 'ALF Mktg'.
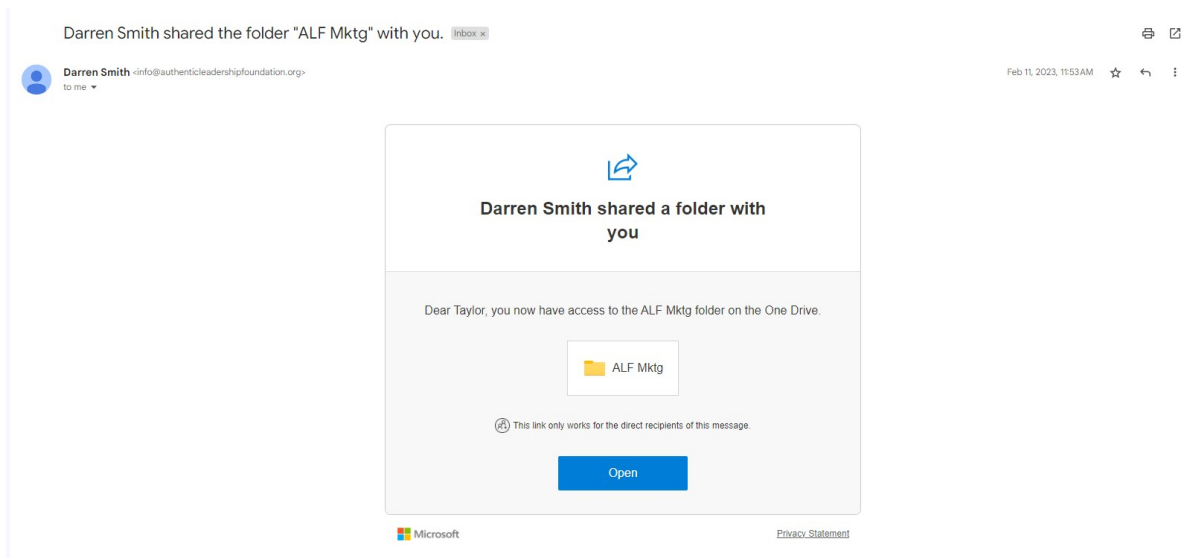
2. A new webpage will be loaded onto a tab asking that you confirm the email that received a secured invite to the one drive (see photo below). Enter your email.
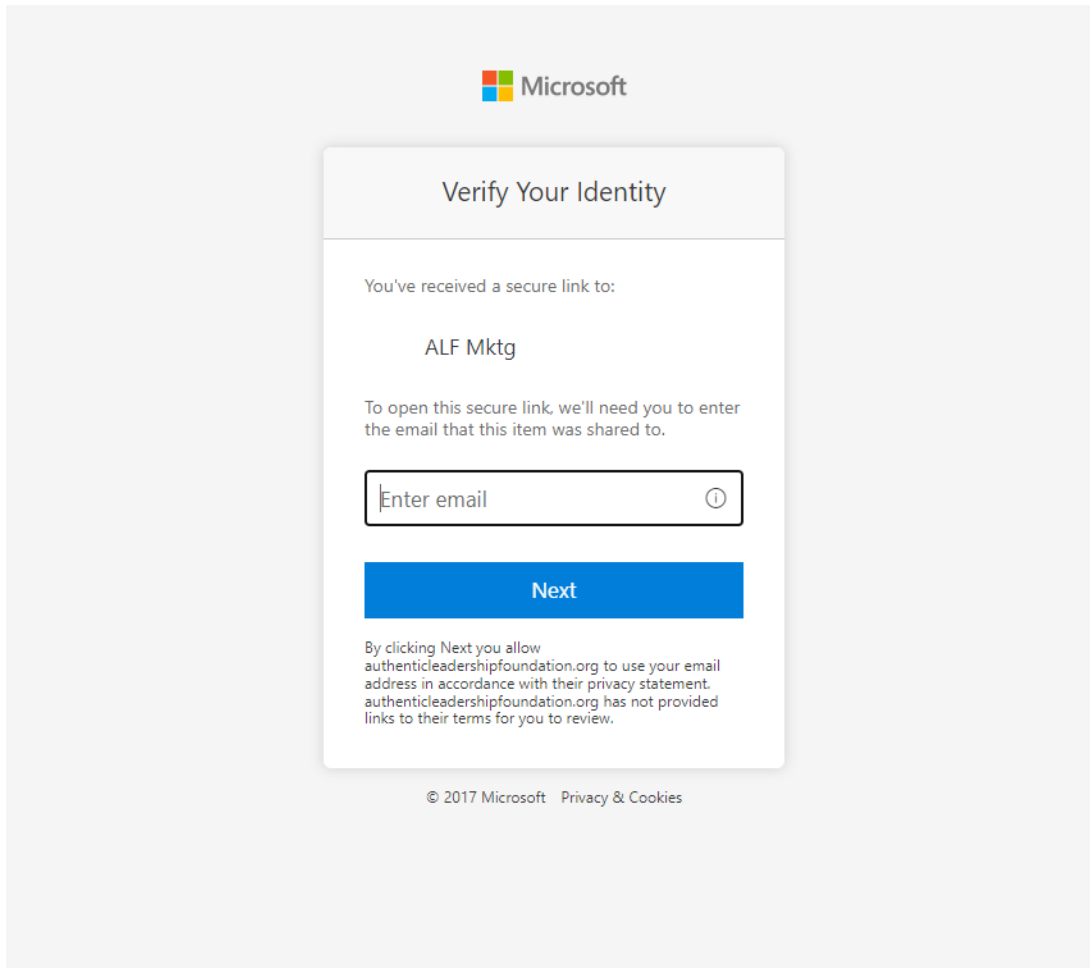
3. After entering your email, Microsoft will send an eight-digit code to that email for verification and access into the OneDrive. Enter the code found in your inbox, click verify, and you will be taken to the OneDrive.
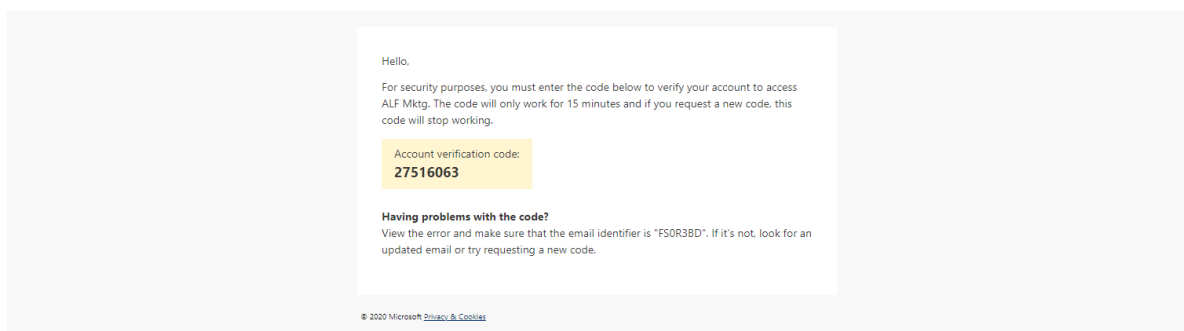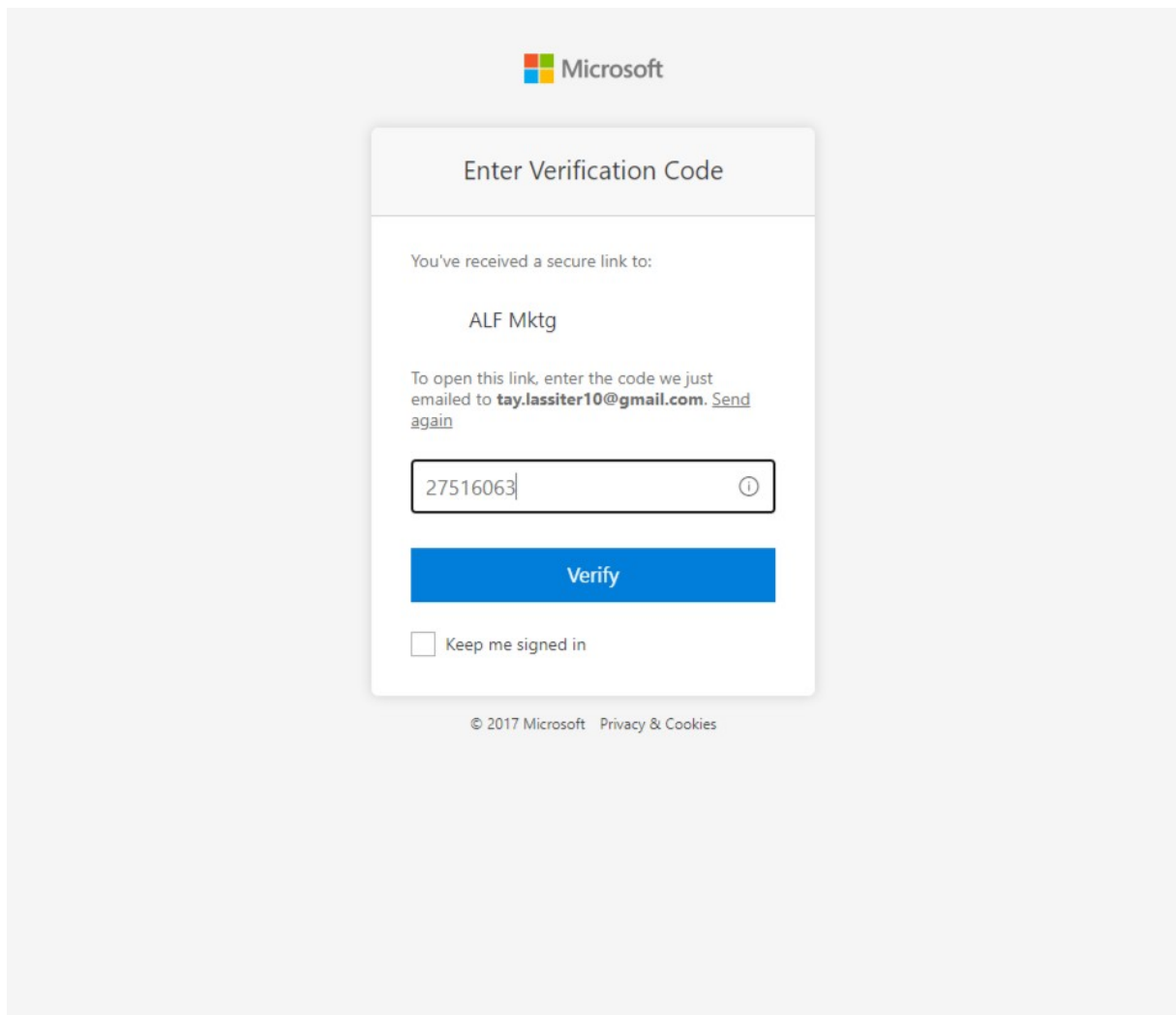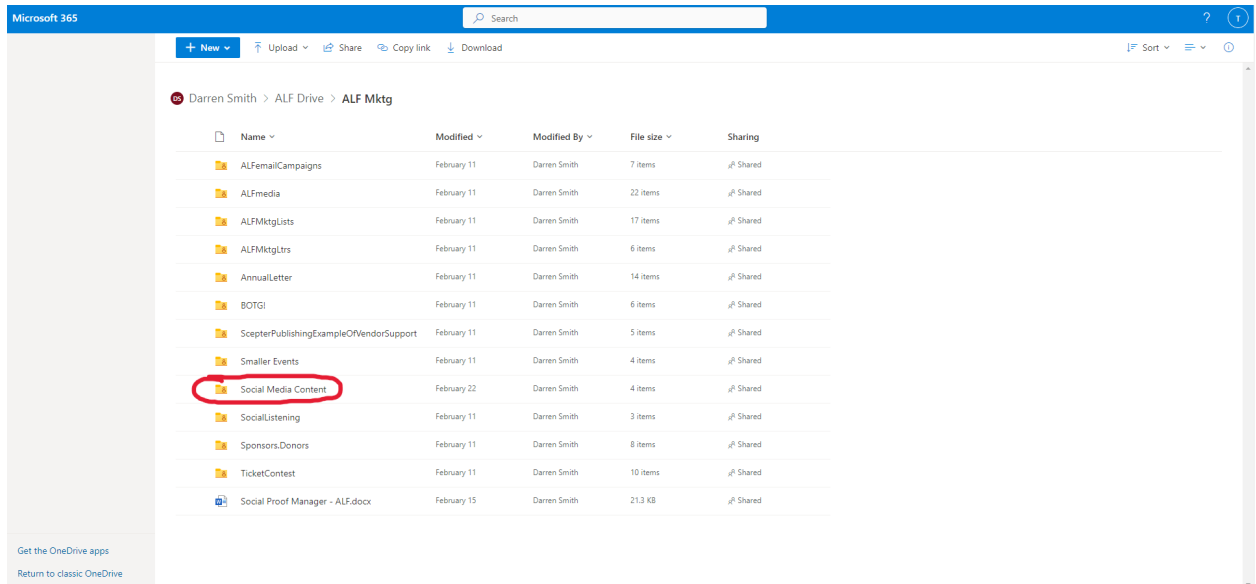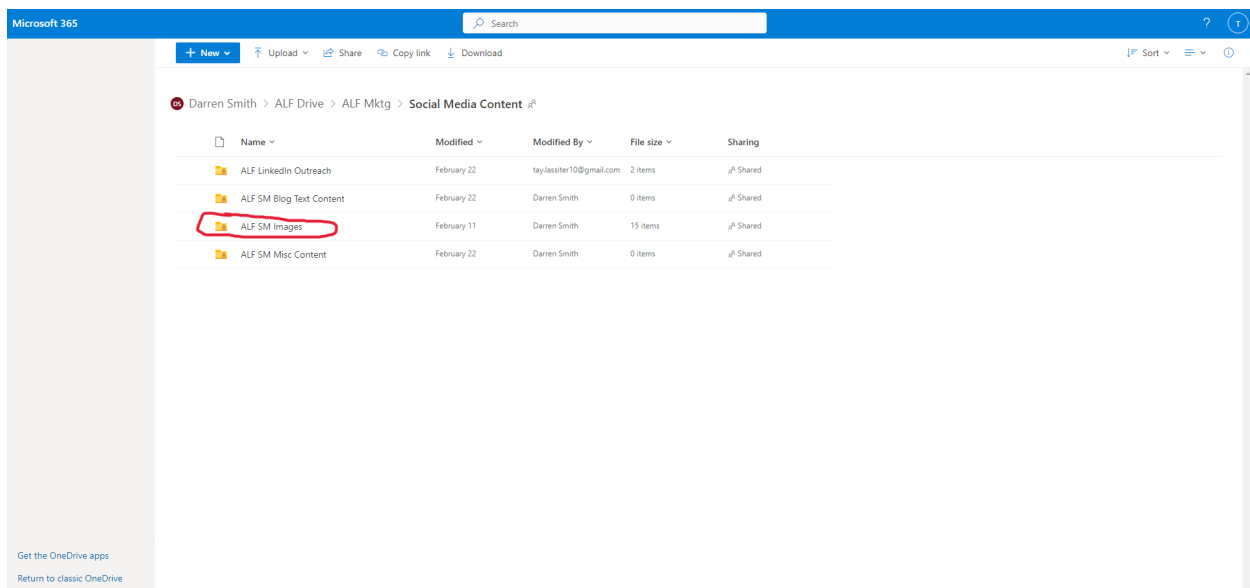
**Uploading Content in the ALF Marketing OneDrive**

4. Now that you're in the OneDrive, you will see 12 folders. Click on "Social Media Content".

5. You will see four more folders, click on "ALF SM Images".

6. This is where you will upload your images or graphics for the social proofer to use in social media and outreach posts. Please either label your uploads with a distinct title, or create a folder with a distinct title that the upload(s) can be stored in.
   a. Uploading single files: Before clicking the "Upload" button on the top menu bar (see picture), have your files titled with a distinct date, name of event, name of person, etc. that makes it distinguishable from other uploads and recognizable for the social proofer to use for its relevant post.
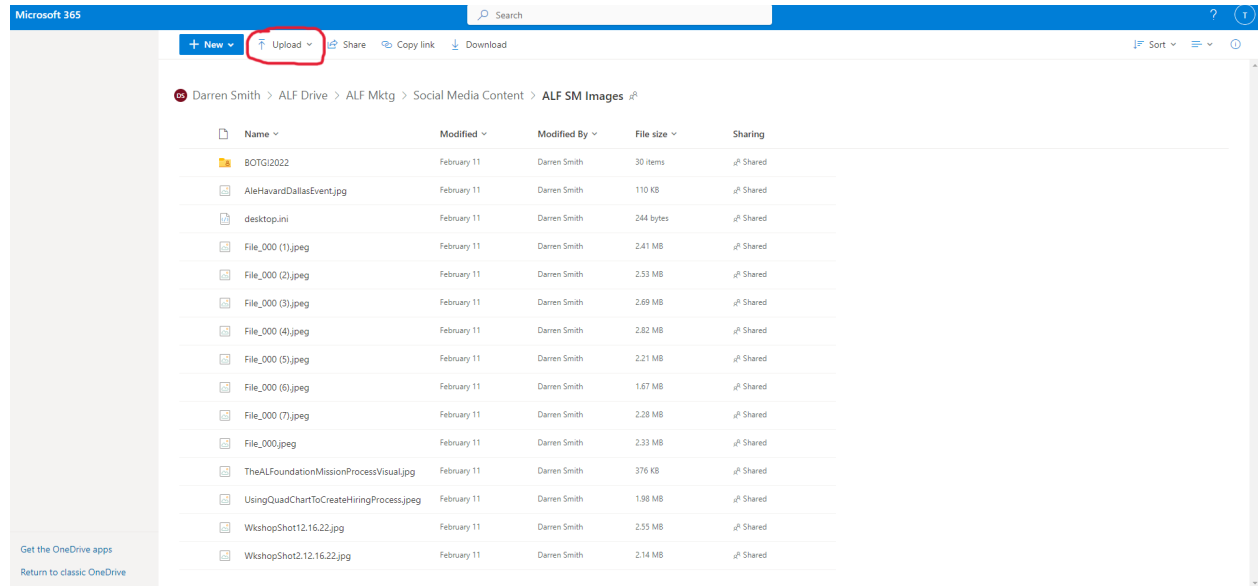
b. Creating a folder for upload(s): Click the "+New" button on the menu bar (see picture) and then click "Folder". It will prompt you to create a folder name. Give it a title with a distinct date, name of event, name of person, etc. that makes it distinguishable from other file and recognizable for the social proofer to use for its relevant post. Once done, you can upload the related files (no need to title them) into the folder.
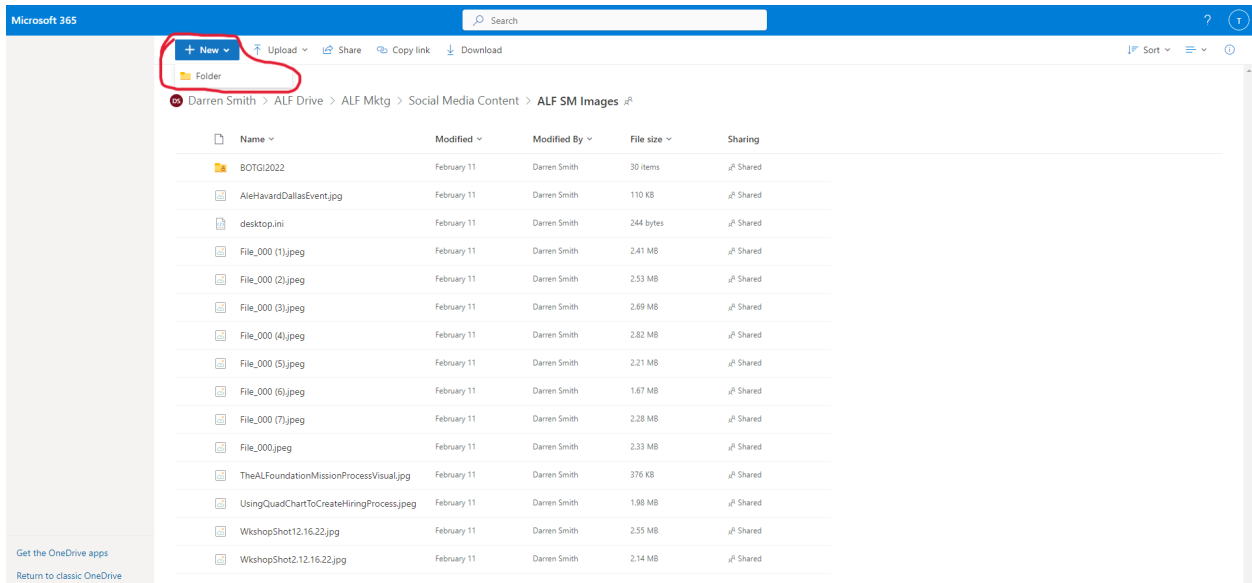
7. Repeat 4-6(a)(b) as needed. You can logout when finished or the session will timeout.

Notify Social Proofer of Content Upload
8. After you have uploaded the content, let the social proofer know there is something new to review and available to post. You can reach Taylor Lassiter by text at 701-527-1301 or by email at tay.lassiter10@gmail.com. Let her know:
   a. Who is reaching out;
   b. You made an upload and what the upload relates to (event, training, etc.);
   c. Pertinent information about the content that could be used in the social media or outreach post.

If you have questions on any of the steps above or something is not functioning properly, reach out to Taylor and she help get the solution as soon as she can. Thank you again for your collaboration and your willingness to share content.