Step 1: Create a library on BOKUdrive
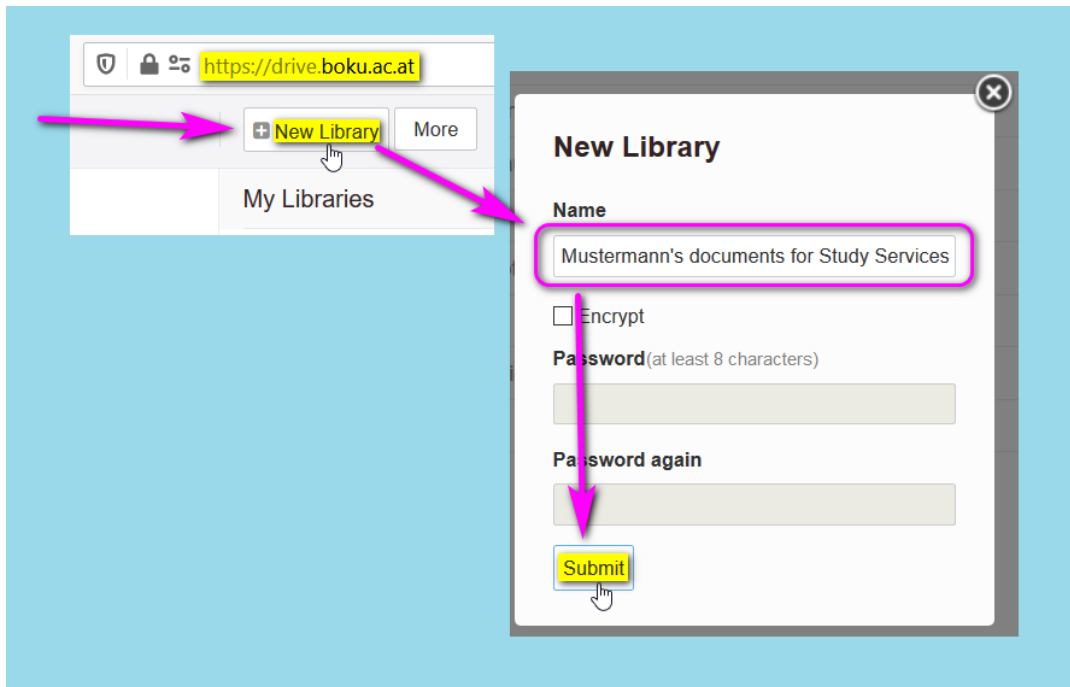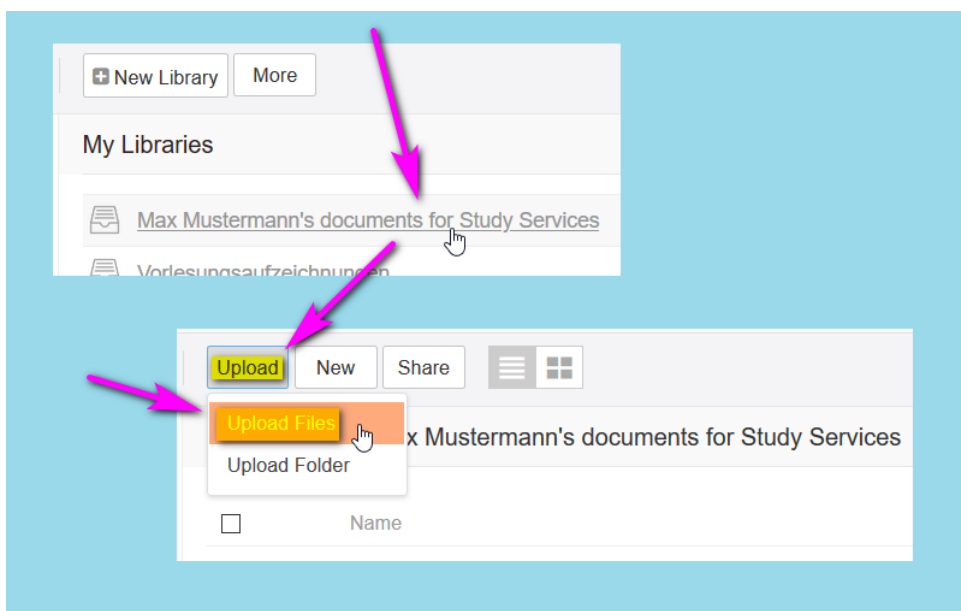
- Log in to BOKUdrive with your usual BOKU credentials (the same as for BOKUonline): **https://drive.boku.ac.at**
- Click on '**New library**'. *To avoid misunderstandings, your own name should appear in the name of the library.*

Step 2: Upload files to BOKUdrive

- Click on the newly created library.
- Click on '**Upload**' > '**Upload files**' and upload any files you wish to submit to Study Services. *To avoid misunderstandings, your own name should appear in the file name of each uploaded file.*

Step 3: Share / Create download link

- Click on '**Share**'.
- Click on '**Share Link**'.
- Click on '**Generate**'.
- **Copy** the download link you just created and include the link in the email to the Study Services.