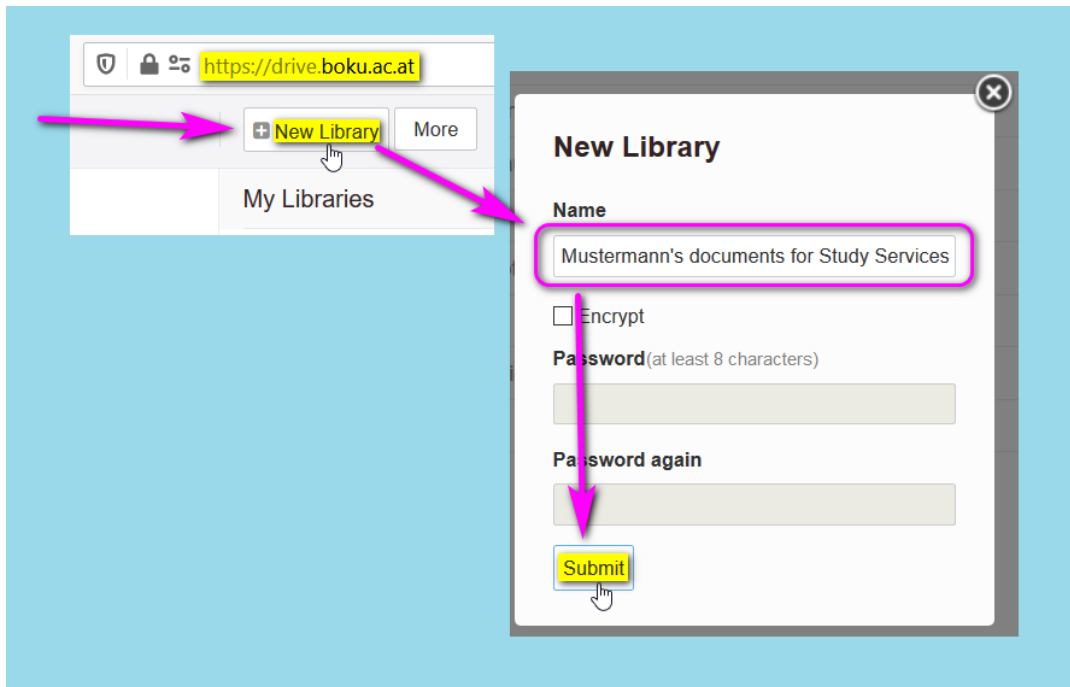


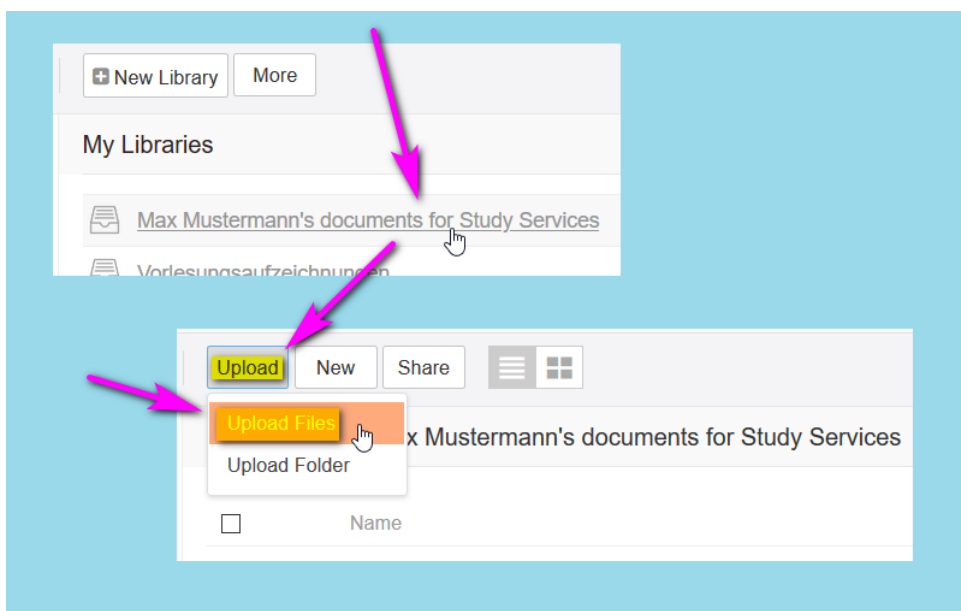
Step 1: Create a library on BOKUdrive

- 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.

The image illustrates the process of creating a shareable link for a document in a cloud storage interface. It is divided into three panels showing the progression of steps:

- Panel 1:** Shows a document list under the heading "My Libraries / Max Mustermann's documents for Study Services". A document titled "Master Thesis Max Mustermann.pdf" is visible. The "Share" button is highlighted with a yellow box and a pink arrow pointing to it.
- Panel 2:** Shows the "Share Max Mustermann's documents for Study..." dialog box. The "Share Link" button is highlighted with a yellow box and a pink arrow. Below it, the "Generate" button is also highlighted with a yellow box and a pink arrow.
- Panel 3:** Shows the same dialog box after the link has been generated. The "Link:" field contains the URL <https://drive.boku.ac.at/d/d6f7b1dbe3644ec5878a/>. A pink arrow points from the "Generate" button in the previous panel to the "Copy" button, which is highlighted with a yellow box.