



OneDrive

Share a Folder

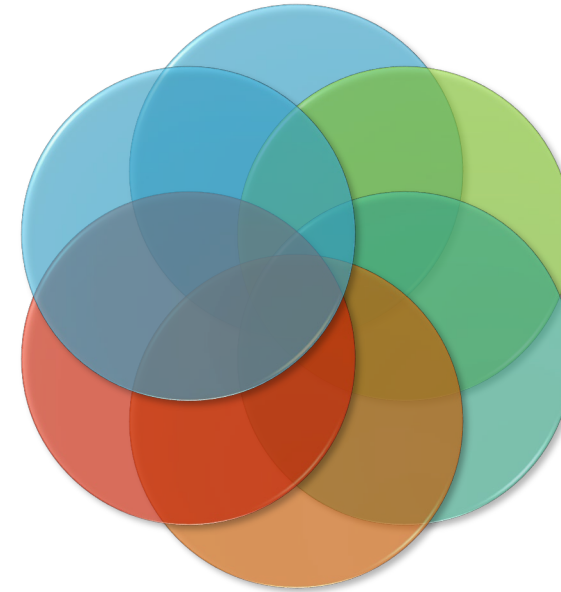
with Supervisor or FW Coordinator

OneDrive
Sharing
Function for
Handling
Fieldwork
Assignments

Organized

Timely
Feedback

Go green



Online
Storage

Secured

Monitor
Progress

Before you share...



Make sure **ALL** documents submitted **DO NOT** contain any identifiable data of the agency and service users



Remove password (if any)



Arrange documents and sub-folders in an organized manner

Organize all documents and/or subfolders into ONE folder



Share that **ONE** folder

📁 My files

🕒 Recent

👤 Shared

🗑️ Recycle bin

📁 Shared libraries

Sites help you work on projects with your team and share information from anywhere on any device. Create or follow sites to see them here.

1. Please go to <http://connectpolyu-my.sharepoint.com/>

2. Login with your NetID and password

My files > Sample

📄 Name ▾

Modified ▾



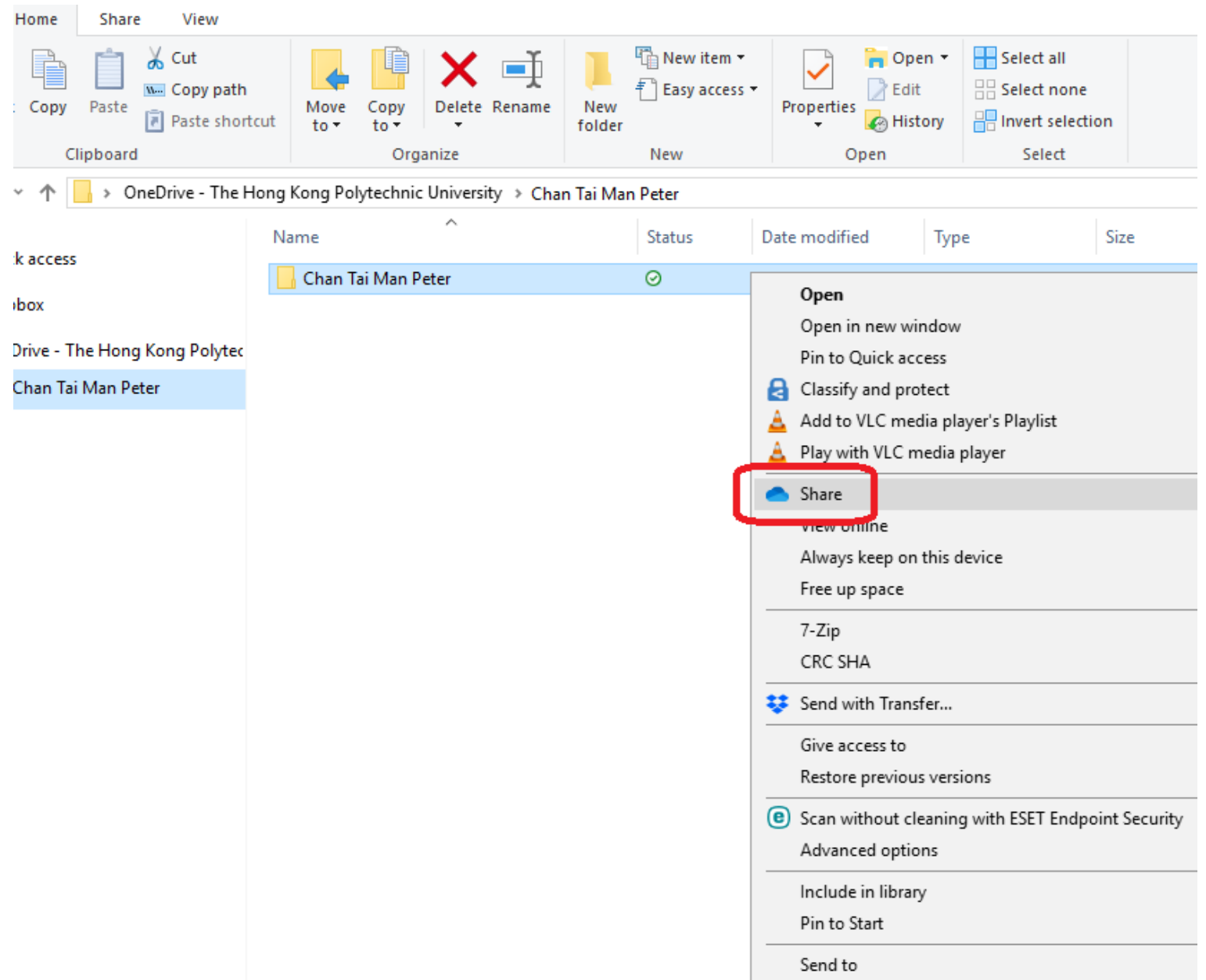
Chan Tai Man Peter



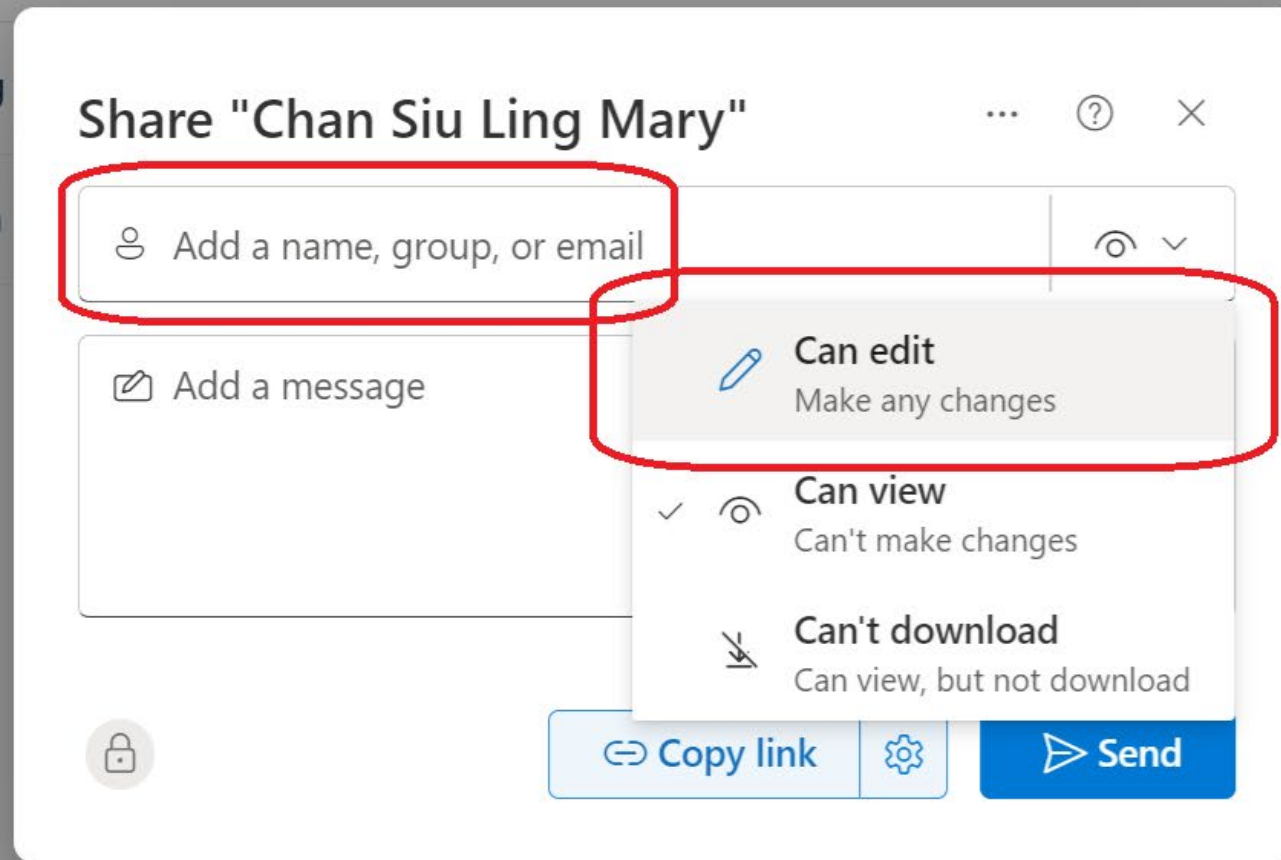
17 hours ago

or Share a Folder via File Explorer

*if you have installed OneDrive App on your computer.



Share FW assignments with Supervisor

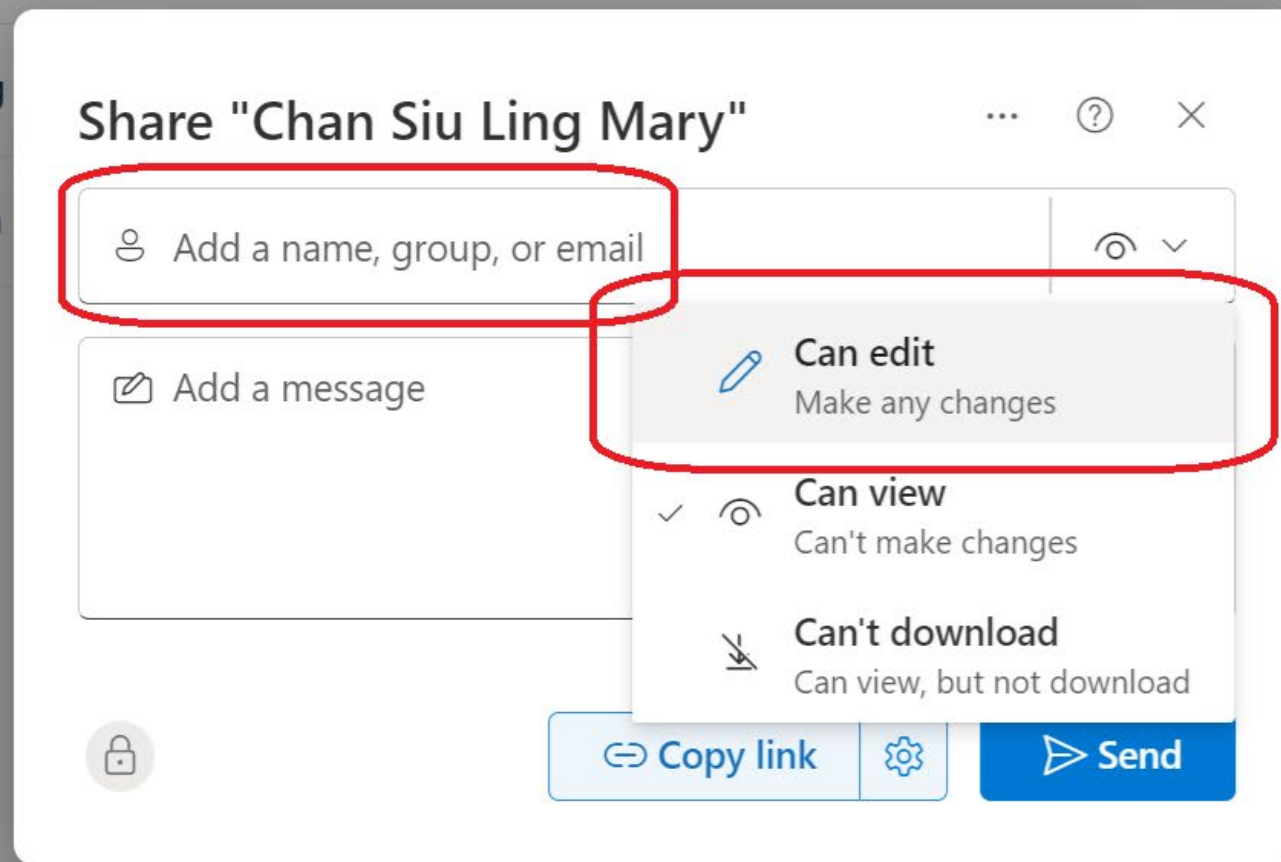



Enter the **Connect email** of your supervisor:

`xxxx@connect.polyu.hk`

Choose "  Can edit" and "Send"

Share work samples with FW Coordinator at the end of placement



Enter the **PolyU email** of your FW Coordinator and clerical staff:
xxxx@polyu.edu.hk
Choose "  Can edit" and "Send"

*Email addresses of
Fieldwork
Coordinators and
Clerical Staff for
different Programmes*

Fieldwork Coordinators

- Ms. Rebecca Chan (MSW FWI)
rebecca-hy.chan@polyu.edu.hk
- Ms. Ella Chow (MSW FWII)
ella.chow@polyu.edu.hk
- Dr. Joanne Lo (BASW FWI)
ys-joanne.lo@polyu.edu.hk
- Ms. Elaine Chow (BASW II & III)
elaine.yl.chow@polyu.edu.hk

Clerical Staff

- Ms. Lee Suk Wai (MSW)
suk-wai.lee@polyu.edu.hk
- Ms. Sally Tang (BASW)
sally.tang@polyu.edu.hk



The End