There are two ways to access the Evaluations folder, which is the new “manila folder” for electronic submissions – via the direct link received in email or by logging in to OneDrive.

**Accessing Evaluations Folder using Direct Link in Email**

When the DEC shares the Evaluations folder with you, you will receive an email notification. The email will be from the DEC member who initiated the sharing and will look like this:

Click on the Open button to open the folder in OneDrive. When prompted, log in with your CCSU email address and BlueNet password. The Evaluations folder will open to show the documents.

**Accessing Evaluations Folder using OneDrive**

1. Open your web browser and navigate to [https://webmail.ccsu.edu](https://webmail.ccsu.edu). Log in with your CCSU email address and BlueNet password.

2. From the App Launcher (click grid of 9 dots in upper left corner), click on OneDrive.

3. From the menu on the left, click on Shared.

4. The Evaluation and Portfolio folders shared with you will be listed, click on the folder name to open it and view the documents.

After developing your evaluation letter, it can be added to an electronic “manila” evaluations folder created by the DEC to go to the next phase of the process. This allows the candidate to review letters at each stage of the process and for them to be shared to the next reviewer. Once you add your letter, the DEC will give the next reviewer access to the manila folder.
Adding Your Letter via OneDrive

1. Navigate to the “manila folder” shared by the DEC (e.g., Manila Folder – Candidate Name – Department). Press “Upload,” then select the document to be added to the folder. The document will appear on the list of what’s in the folder within seconds. It is now viewable by anyone with access to the shared folder.

2. The letter can also be e-mailed to the candidate and DEC, which will signal the DEC to give access to the next reviewer.