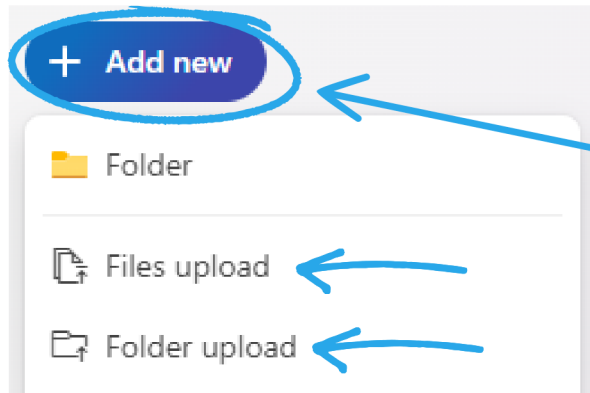


All digital submittals to the City of Sherwood Planning Department must be sent via **OneDrive** or an alternative file sharing platform such as Dropbox, etc.

You can sign up for a free Microsoft 365 account at:

<https://www.microsoft.com/en-us/microsoft-365/onedrive/online-cloud-storage>

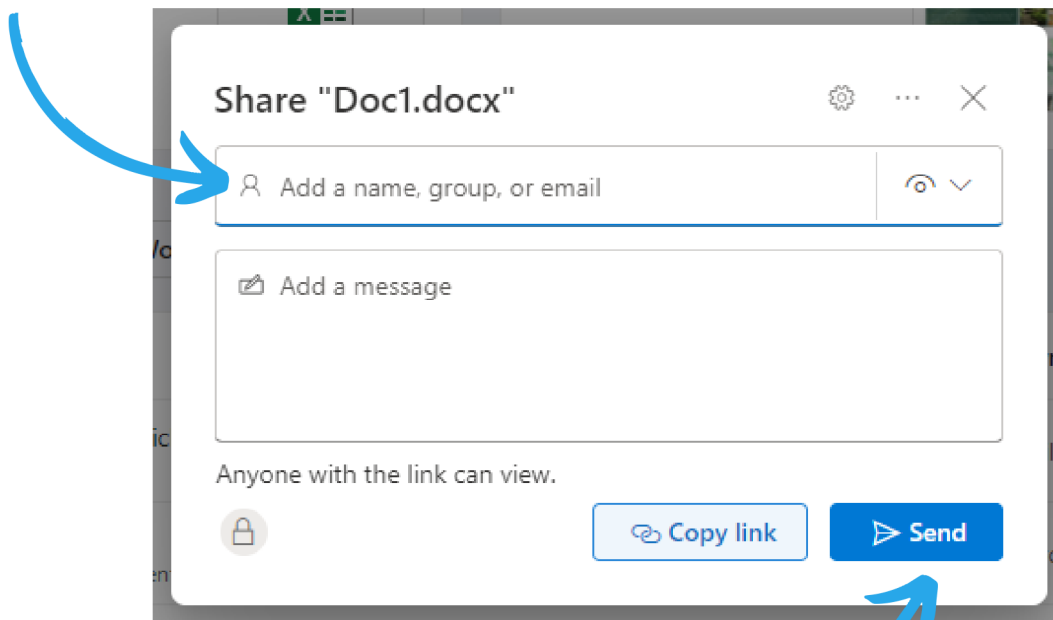


Once you've set up your account, click the **Add new** button to upload your documents to your OneDrive account.

Then choose **Files upload** or **Folder upload** - whichever best matches your needs.

To share files, click the  button, then enter the appropriate email address(es) in the provided space.

All electronic submittals can be sent to planning@sherwoodoregon.gov.



Then click **Send**.

You're done! A link to your document(s) has been shared with City staff, and will remain active until or unless you move the document(s) from your OneDrive, change the file or folder name, or otherwise revoke access.