OneDrive: Sharing Content

Center for Innovation in Teaching and Learning

This document outlines the steps for how to share files and folder in OneDrive. There are four different options that allow you to share files or folders in OneDrive. The four options will work whether trying to share a file or a folder. The process to share both are the same. Each of the options is outlined below.
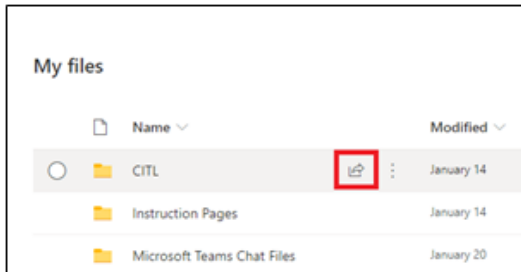
Sharing

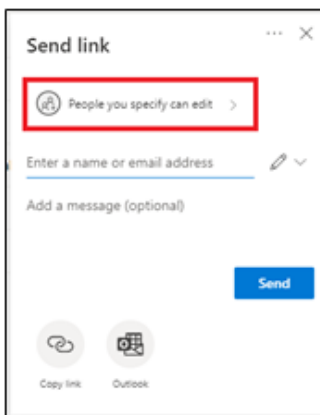Gives access to a file or folder to other people.

Option 1

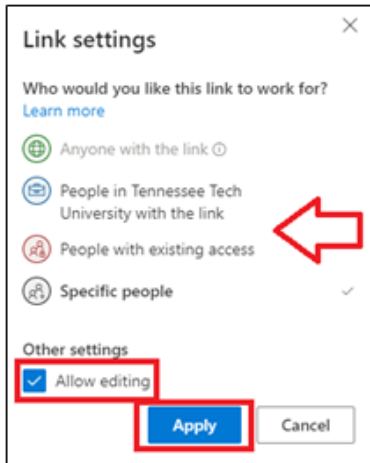1. Locate the **File or Folder** you want to share.
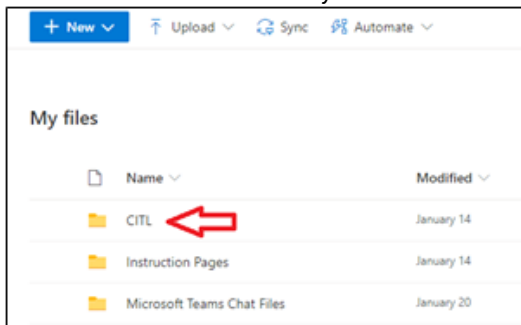
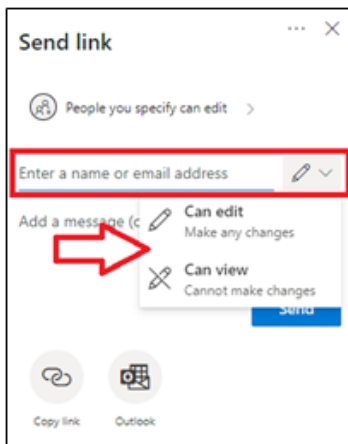2. Hover the mouse over the file or folder to have options appear. Select the **share** button.

3. Select **People you specify can edit** to pull up more options.
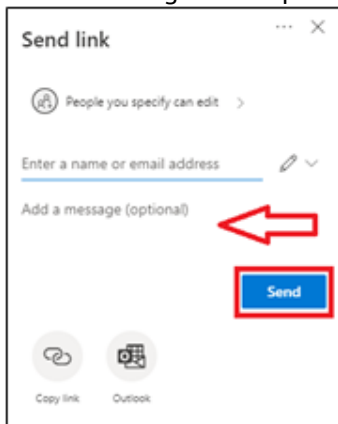

4. Select the **Link Setting**. Select the **check box** under other setting to not allow editing. Select **Apply.**

5. Enter **Names or email address** to send the link to. Select the **Pencil** to choose if the person(s) can edit or can view.
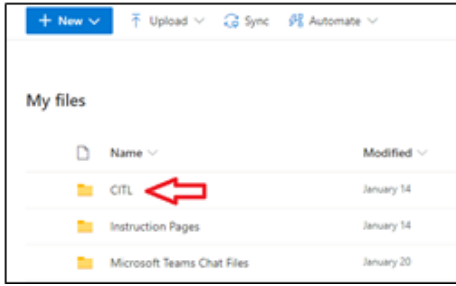

6. After entering the recipients, add a message (if wanted) and select **Send.**
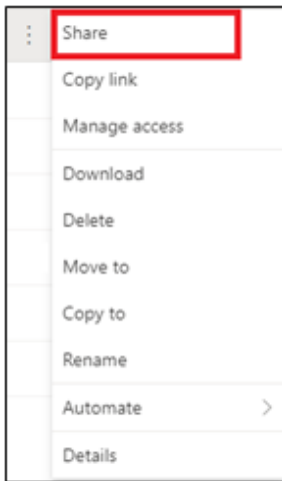

Option 2

1. Locate the **File** or **Folder** you wan to share.

2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).
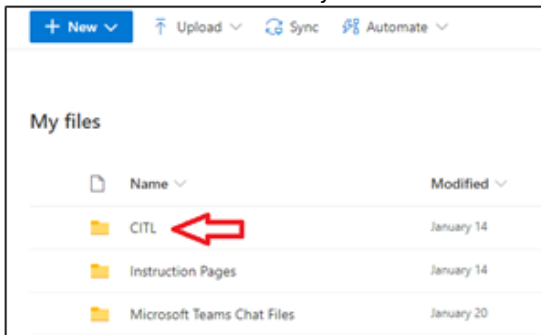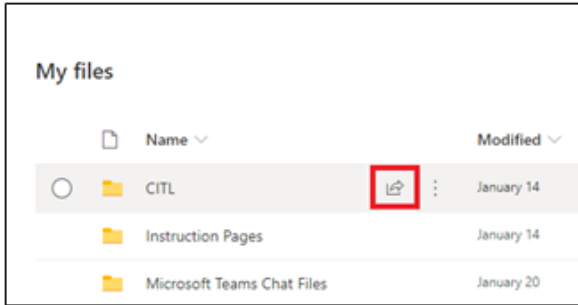

3. Select **Share**

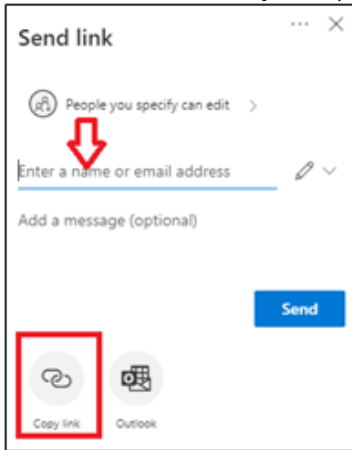4. Follow steps 3-6 from the previous section.

Option 3

1. Locate the **File or Folder** you want to share.
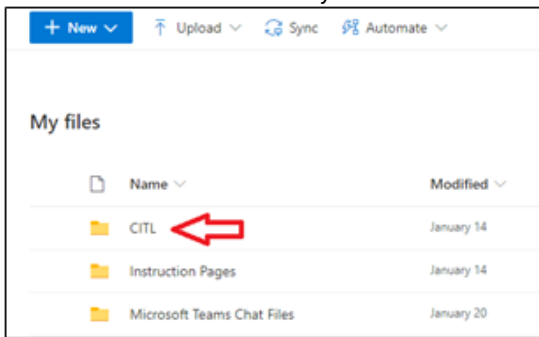

2. Select the **Share** button

3. Add at least one **recipient** (it does not send the link to them) and select **Copy link**

4. The link will be copied to your clipboard and you can send it however you would like.
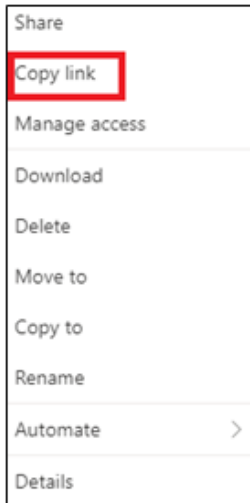
Option 4

1. Locate the **File or Folder** you want to share.

2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

3. Select **Copy link**

| Share |
| Copy link |
| Manage access |
| Download |
| Delete |
| Move to |
| Copy to |
| Rename |
| Automate   > |
| Details |

4. The link will be copied to your clipboard and you can send it however you would like.