

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

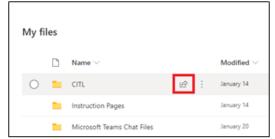
Gives access to a file or folder to other people.

Option 1

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

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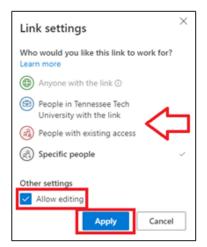
2. Hover the mouse over the file or folder to have options appear. Select the **share** button.



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

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People you specify can edit >	
Enter a name or email address	0~
Add a message (optional)	
	Send
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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.

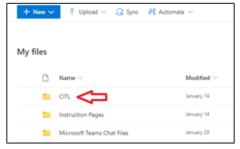
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6. After entering the recipients, add a message (if wanted) and select Send.



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).

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3. Select Share

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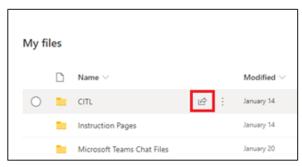
4. Follow steps 3-6 from the previous section.

Option 3

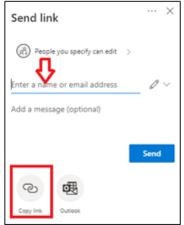
1. Locate the **File or Folder** you want to share.

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2. Select the Share button



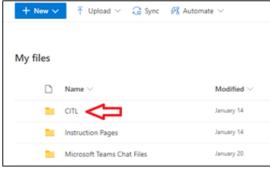
3. Add at least one recipient (it does not send the link to them) and select Copy link



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).

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3. Select Copy link

Share	
Copy link	
Manage access	
Download	
Delete	
Move to	
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4. The link will be copied to your clipboard and you can send it however you would like.