

# Sharing a file/folder in One Drive & Office 365

## Sharing a file/folder

If you have a file/folder you want to share with a colleague, once you have logged into One Drive, navigate to the file/folder you want to share.

1. Select the file and click the **show actions icon** (*three dots*) for more options < **select Share** from the list (*Figure 1*)
2. Then type the name or email address of the person(s) you want to share the document with

Clicking the gear icon allows you to customize the permissions of the people who view your document. You have several choices in this. If you wish to give someone view-only access, then click the drop-down menu seen in Figure 2, and select the **Can view** option. (*Figure 2*)

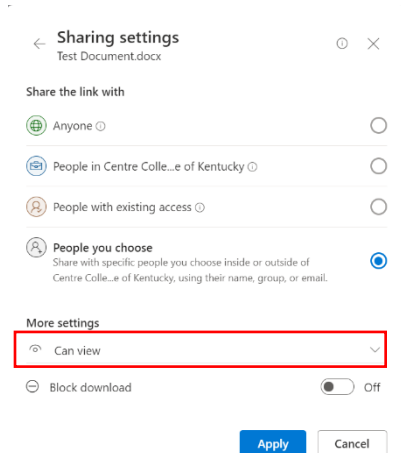


Figure 2

For Word, Excel and PowerPoint files, another option is available. Another option you can choose is to block the download. This would allow an individual to only view the file and not download it.

3. Once you choose your settings, click the **Send button**
4. Alternatively, you can select **copy link**, and send this link manually
5. A shareable link is created and copied in your clipboard for you to send (*Figure 3*)

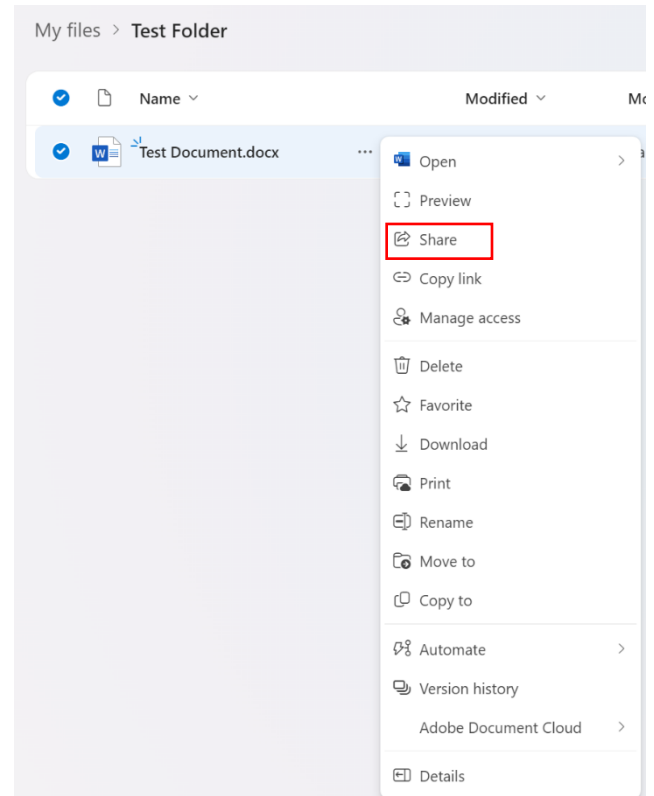


Figure 1

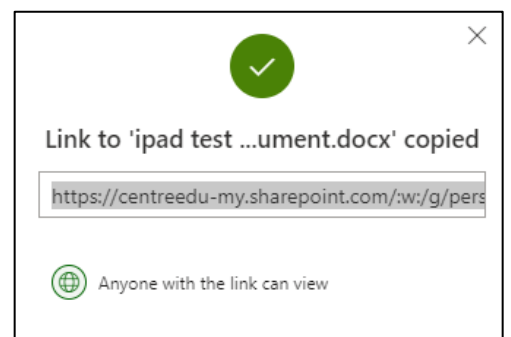


Figure 2

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## Sharing options

To find out what sharing options you have for a file/folder:

1. Click on the file < **select Share**
2. Click on the show actions icon at the top-right corner < **Choose Manage Access (Figure 4)**
3. The **Manage Access dialog box** appears and displays all of the links and the various access levels (Figure 5)

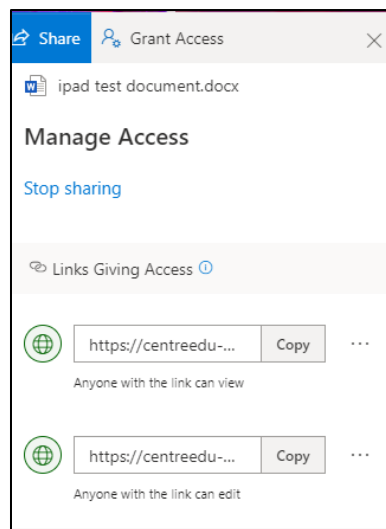


Figure 4

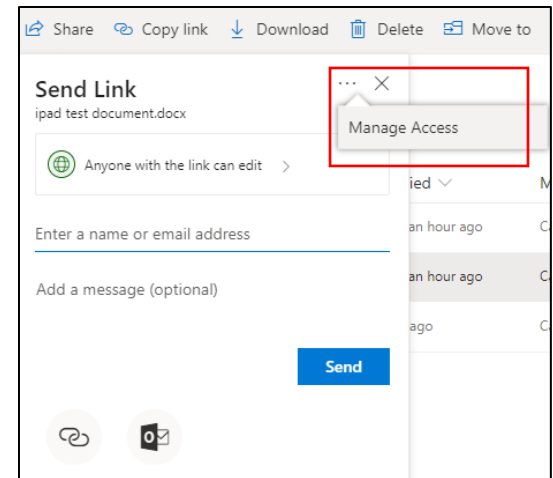


Figure 3

4. You can copy the appropriate link and send it
5. If you want to **delete the sharing permissions**, go back to **Manage Access** < **click the X icon**, to delete the sharing link.

## Share settings

The various settings that are available when sharing a file/folder are:

- Anyone with the link can edit and/or view
- People in Centre College with the link can edit and/or view
- People with existing access
- Specific people can edit and/or view