OneDrive: How to Grant Delegate Access to Another User on OneDrive

Andrew Storrs - 2022-10-19 - Comments (2) - Office 365

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Here are instructions for giving delegate access to OneDrive to another user

1. **Firstly, sign in to Office 365.**
2. **Use the launcher to navigate to OneDrive.**
3. **Once OneDrive is open, click on the ⚙ "Settings" icon.**
4. **Now click on "OneDrive settings."**
5. **Click "More Settings."**
6. **Now click on "Return to the old Site settings page."**
7. **Under "Users and Permissions", click on "Site permissions."**
8. **Now click "Grant Permissions."**
9. **Now enter the details of the user who will get access.**
10. **Now click on "Show Options" and select the correct level of permissions.**
11. **Finally, click on the "Share" button.**

Comments (2)

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G **Gerardo**

3 years ago

When I go to settings on my One Drive does not give me the option of Navigate to Site Settings

Andrew Storrs

2 years ago

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