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

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

1. Sign in to [portal.office.com](https://portal.office.com) with your Riverside Email Address and Password.
2. Open OneDrive.
3. Go to **Settings** (little cog wheel/gear on upper right).
4. Navigate to **Site Settings**
5. Click on **Site Permissions**.
6. Click on **Grant Permissions**.
7. Enter the person to get permissions, click on **Show Options**, then select the permission level for the user from drop-down, and click the **Share** button.