

Knowledgebase > Office 365 > 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. 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.