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## Sharing Files or Folders in OneDrive for Business Andrew Storrs - 2020-06-17 - Office 365

## Sharing Files or Folders in OneDrive for Business

 Log in to your OneDrive account at www.office.com and locate the file or folder you would like to share.

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Forms	Admin	All apps							

2. Create a folder to share then open the folder.



3. Upload the file.

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iii OneDrive		
Andrew Storrs	$+$ New $\vee$ $\bar{\uparrow}$ Upload $\vee$ $\begin{tabular}{ll} {}^{\circ} {}^{\circ}$ Share $\begin{tabular}{ll} {}^{\circ} {}^{\circ} {}^{\circ} {}^{\circ}$ Flow $\vee$	
🗅 Files		
C Recent	Files > School Uploads	
g <sup>R</sup> Shared		
S Discover	$\square$ Name $\lor$ Modified $\lor$ Modified By $\lor$ File Size $\lor$ Sharing	
Recycle bin		
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2 2020NewStaff	Drag files here	
R Review		
More libraries		
Create shared library		

4. Once finished you can share it.

+ New ∨ ↑ Upload ∨ 🖻 Share 👁 Copy link 🤤 S	Sync 🛓 Download 🛛	o∕ª Flow ∨			C ↓= Sort
					Uploaded 1 item to School Uploads
Files > School Uploads					Share Link
🗅 Name 🗠	Modified $ \smallsetminus $	Modified By $ \smallsetminus $	File Size $\smallsetminus$	Sharing	
How to Grow a Ministry Among Busy Sched	A few seconds ago	Andrew Storrs	43.1 MB	Private	

 Otherwise, you then select a file or folder, you can either use the 'Share' button at the top of the screen or select 'Share' after right-clicking on the file name.

Files				
🗋 Name î	Modified $\smallsetminus$	Modified By $\smallsetminus$	File Size $\smallsetminus$	Sharing
Attachme ts	January 4, 2017			Private
Attachments 1	January 4, 2017			Private
Email at ichments	April 26, 2015			Shared
Email at achments 1	August 10, 2016			Private
Email a tachments from Flow	June 22, 2017			Private
Micros oft Teams Chat Files	April 19, 2017			Private
NoteL poks	March 23, 2017			Private
Office Lens	May 10, 2016			Private
Shared with Everyone	February 3, 2014			Shared
Accounts.docx	: April 2, 2015		21.7 KB	я <sup>9</sup> Shared
	Open 2		38.2 KB	Shared
	Preview		13.7 KB	Private
	Share Copy link		9.67 KB	я <sup>9</sup> Shared
	Download		17.4 KB	Shared
	Delete		50.1 KB	Private
	Move to		1.00 MB	Shared

6. The sharing options will be displayed at the top of the screen.

**Option 1 - Send a Sharing Notice from OneDrive** 

1. First, choose who can access the file or folder from the first menu. Click '**Apply**' once you have the correct settings.

Send Link	X	Link settings	>
(A) People you specify can view	>	Who would you like this link to work for?Learn more	
		Anyone with the link	
inter a name or email address		People in Riverside Chstian College with the link	
kdd a message (optional)		(a) People with existing access	
	and a	(A) Specific people	Ý
	Send	Other settings	
Bo O		Allow editing	
Copy Link Outlook		Apply Cano	el

2. Second, add the email address for each person you want to share the file or folder with.

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Any	yone with the link ca	n view and edit. $\sim$	,
Jordan@ut	<.edu		
0	Jordan@utk.edu	L	
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3. Optional, you can append a message to the sharing notice that clarifies what is being shared and why.

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r 💮 Any	yone with the link ca	n view and edit. $$	
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Add anothe	er		2
Hello!			0
Here are th	e files you need.		
Send			2
ی م			2
Copy Link	Outlook		20

4. Click '**Send**' to complete the sharing invitation.

## Option 2 - Create a Shareable Link or Compose your Own Custom Sharing Email Message

1. In the sharing settings box, choose 'Copy Link' or 'Outlook'

