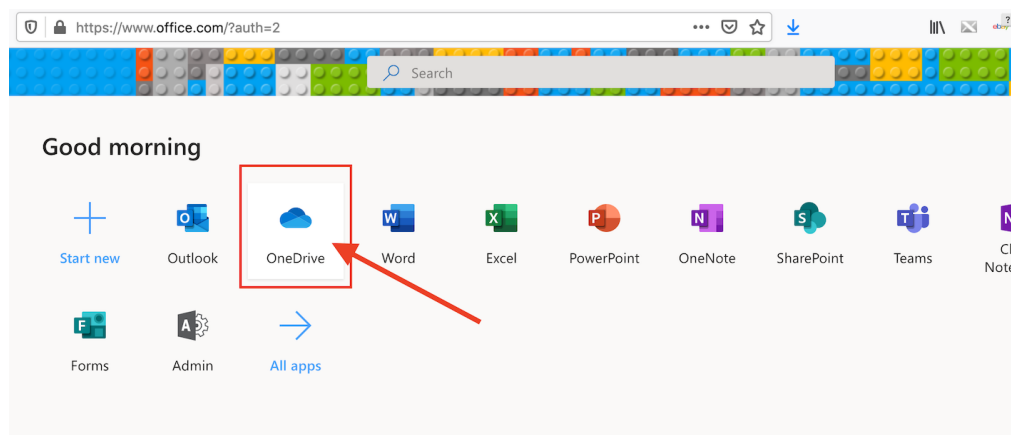Sharing Files or Folders in OneDrive for Business

Andrew Storrs - 2020-06-17 - Office 365

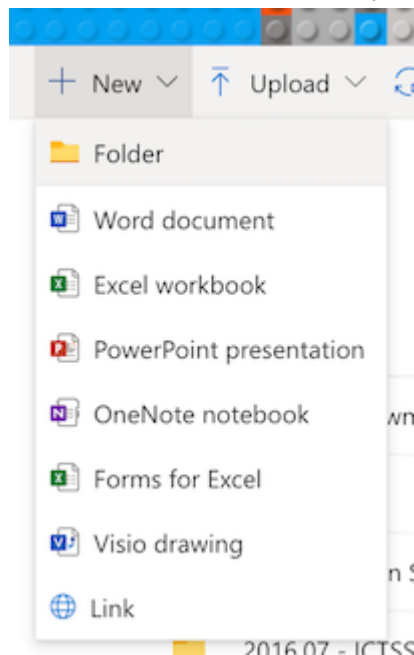# Sharing Files or Folders in OneDrive for Business

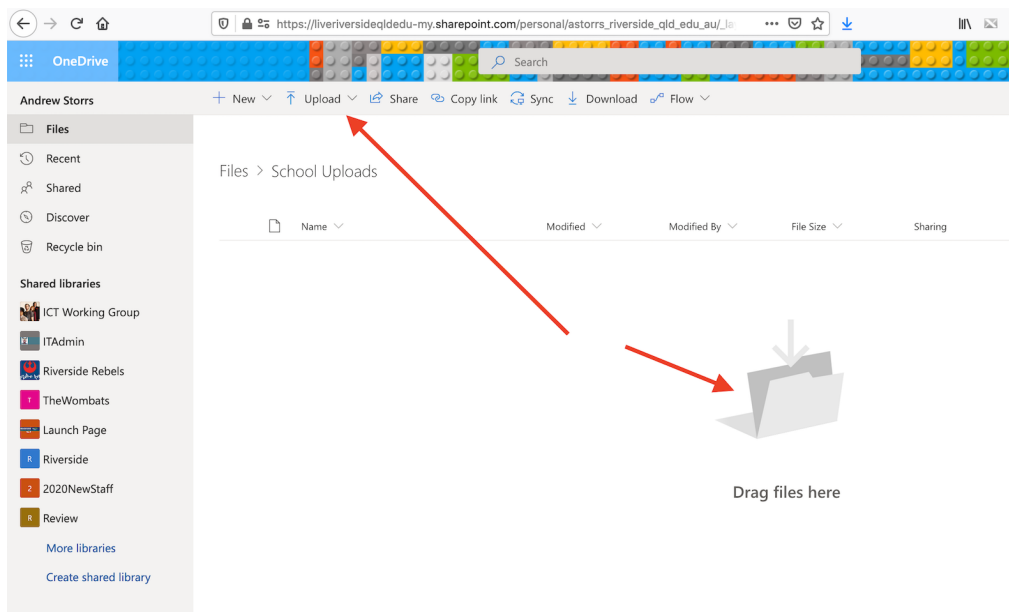Print

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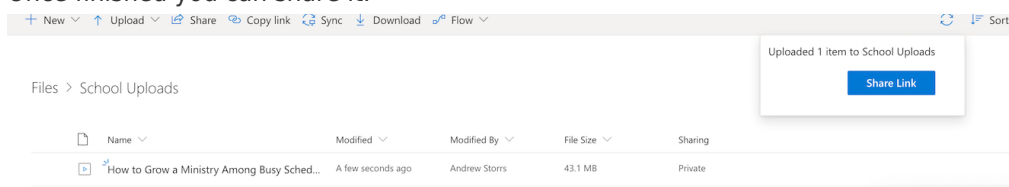

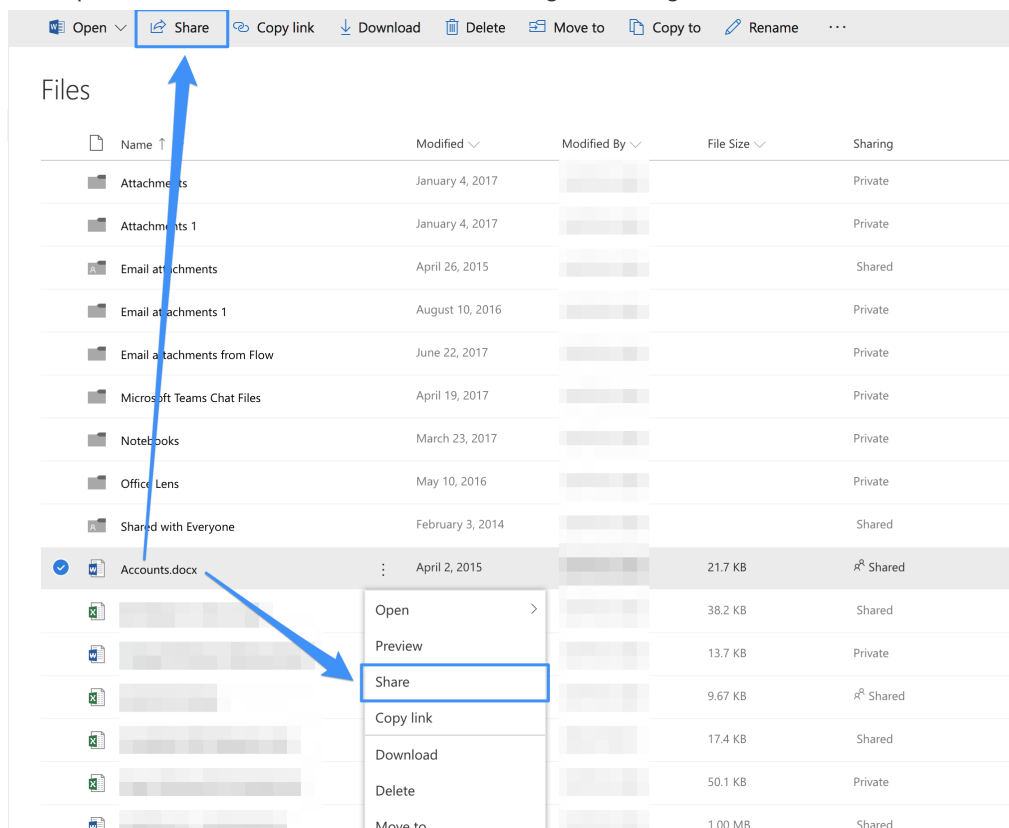2. Create a folder to share then open the folder.

3. Upload the file.

4. Once finished you can share it.

5. 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.
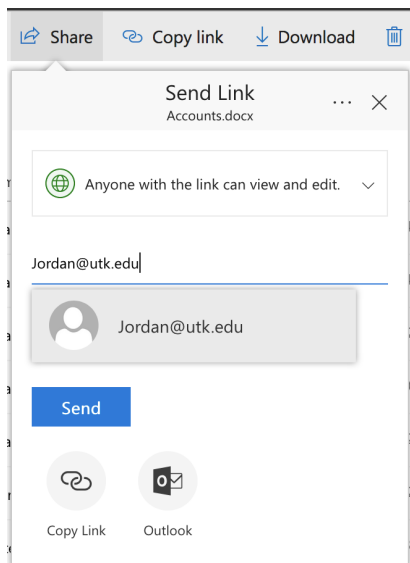

6. The sharing options will be displayed at the top of the screen.

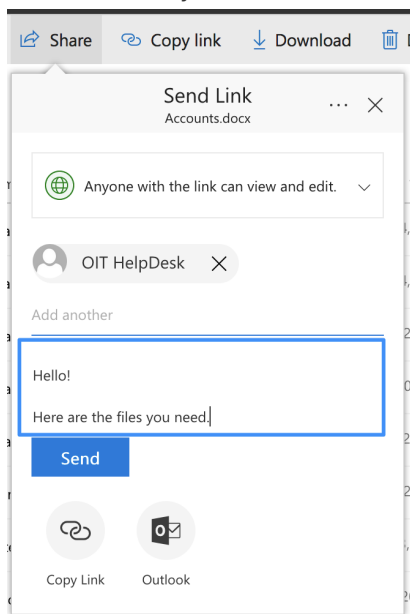**Option 1 - Send a Sharing Notice from OneDrive**

1. First, choose who can access the file or folder from the first menu. Click '**Apply**' once you have the correct settings.
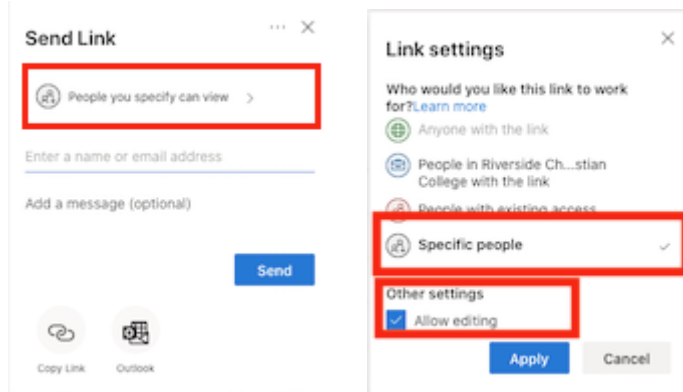
2. Second, add the email address for each person you want to share the file or folder with.

3. Optional, you can append a message to the sharing notice that clarifies what is being shared and why.

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'