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<u>Knowledgebase</u> > <u>Office 365</u> > <u>Sharing Files or Folders in OneDrive for Business</u>

Sharing Files or Folders in OneDrive for Business

Andrew Storrs - 2020-06-17 - Office 365

Sharing Files or Folders in OneDrive for Business



PowerPoint presentation

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2016.07 - ICTSS

OneNote notebook

Forms for Excel

Visio drawing

🕀 Link

3. Upload the file.

 $1. \ \ Log \ in \ to \ you \ One Drive \ account \ at \ www.office.com \ and \ locate \ the \ file \ or \ folder \ you \ would \ like \ to \ share.$

⑦ ▲ https://www.office.com/?auth=2			⊘ ☆ ⊻			lil\ 💌 ↔"	
	₽ Search						
Good morning							
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Start new Outlook OneDrive	Word Exe	cel PowerPoint	OneNote	SharePoint	Teams	Note	
Forms Admin All apps							
Create a folder to share then open the	folder.						
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+ New \checkmark \uparrow Upload \checkmark	0						
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Word document							
Excel workbook							

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iii OneDrive	
Andrew Storrs	+ New \checkmark 🗍 Upload \checkmark 🖻 Share 🐵 Copy link Ģ Sync 🞍 Download 🖉 Flow \curlyvee
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💳 Launch Page	
R Riverside	
2 2020NewStaff	Drag files here
R Review	
More libraries	
Create shared library	

4. Once finished you can share it.

+ New ∨ ↑ Upload ∨ 🗠 Share ≌ Copy link 🤯 Sync 👱 Download 🖉 Flow ∨	\sim	Sort
Uploaded 1 item to School Upload		
Files > School Uploads Share Link		
$\begin{tabular}{lllllllllllllllllllllllllllllllllll$		
Private		

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.

In the second s	Download 📋 Delete 🖻	Move to 🗋 Copy to	🖉 Rename 🛛 …	
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
Noteb poks	March 23, 2017			Private
Office Lens	May 10, 2016			Private
Shared with Everyone	February 3, 2014			Shared
Counts.docx	: April 2, 2015		21.7 KB	ዳ Shared
	Open >		38.2 KB	Shared
	Preview		13.7 KB	Private
2	Share		9.67 KB	ନ୍ ^R Shared
	Copy link		17.4 KB	Shared
	Download			
	Delete		50.1 KB	Private
The charing antions will be displayed	Move to	noon	1.00 MB	Shared

 $\ensuremath{\mathbf{6}}$. 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 ···· ×	Link settings \times
People you specify can view >	Who would you like this link to work
Enter a name or email address	Anyone with the link People in Riverside Chstian College with the link
Add a message (optional)	Beccle with existing access Specific people
Co off	Other settings Allow editing
Copy Link Outlook	Apply Cancel

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

🖄 Share	🕗 Copy link	\downarrow Download	Ŵ
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r 🛞 Any	yone with the link car	n view and edit. \sim	
Jordan@utk	k.edu		
	Jordan@utk.edu	I	
Send			
\$ \$			
Copy Link	Outlook		

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'

