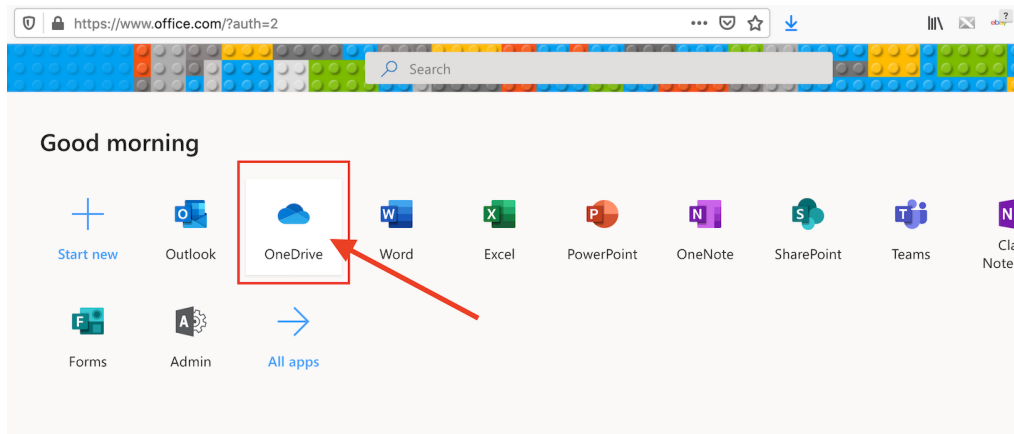Sharing Files or Folders in OneDrive for Business

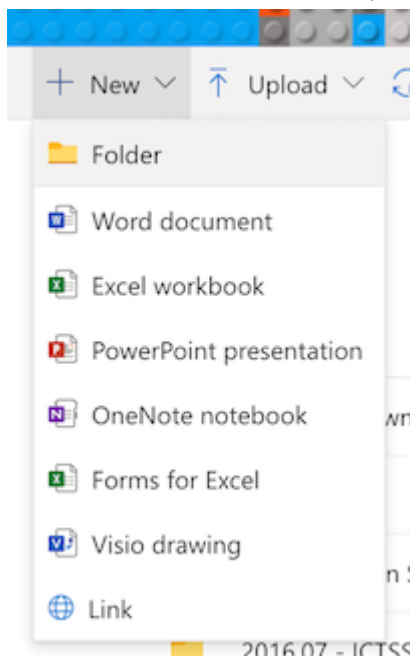Andrew Storrs - 2020-06-17 - 0 Comments - in Office 365

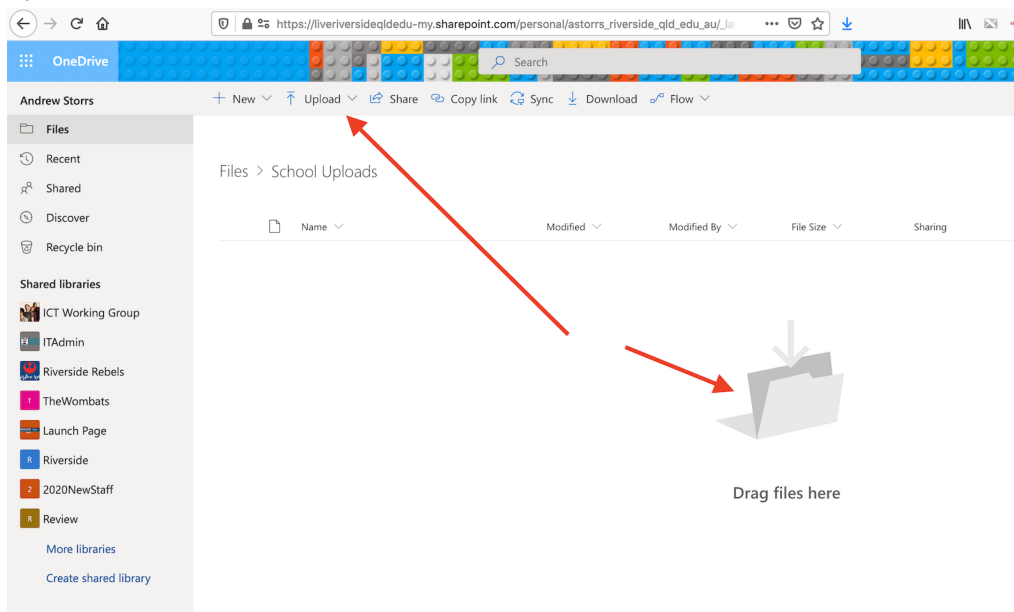# Sharing Files or Folders in OneDrive for Business

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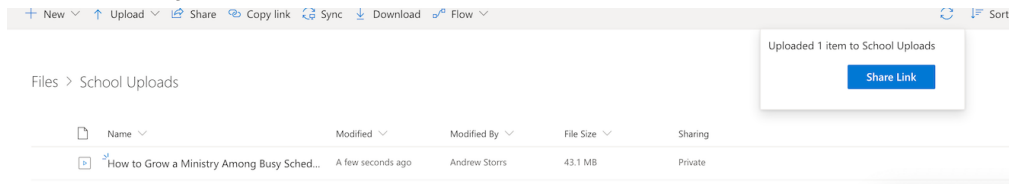

2. Create a folder to share then open the folder.

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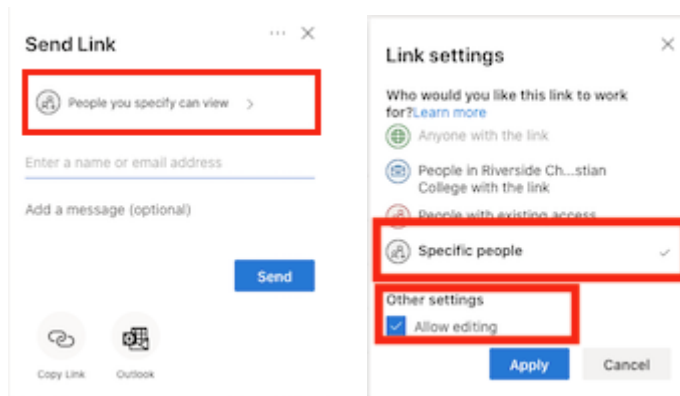
2. Second, add the email address for each person you want to share the file or folder with.

❌

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'

❌