

# Microsoft OneDrive Sharing Files



## Summary

Provided below are instructions on how to share files and manage access to those files using OneDrive.

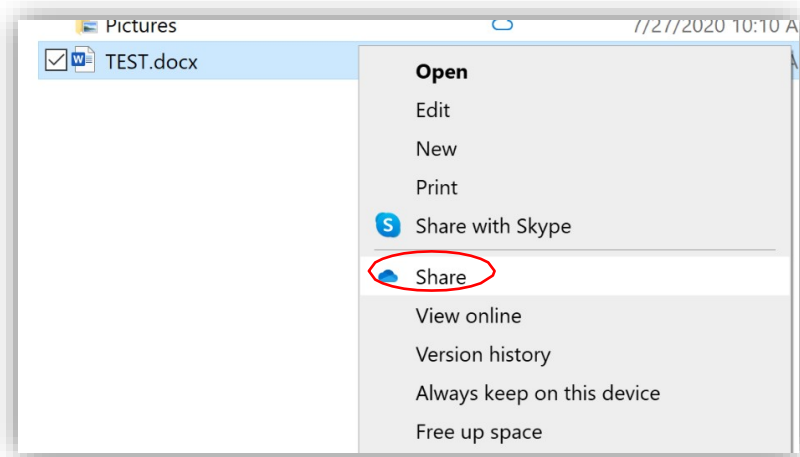
## Notes

- Your shared files were shared using your original bcommn.org email address. However, these links have been broken because of the change to burrell.edu. New links must be created and shared for continued access to those files.

## How to share files

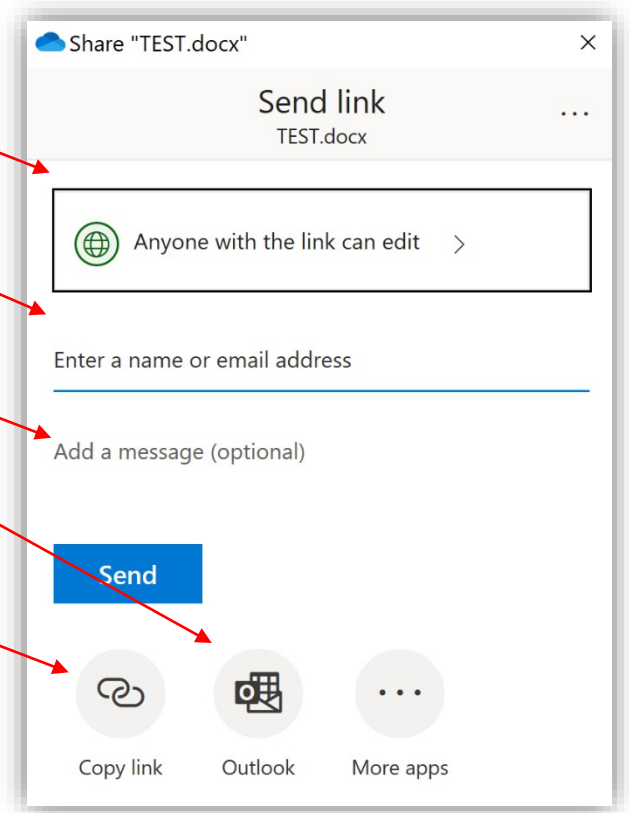
These steps will guide you through the process of sharing files using a secure link that others can access.

1. Navigate to the file you want to share, right-click the file select "Share".

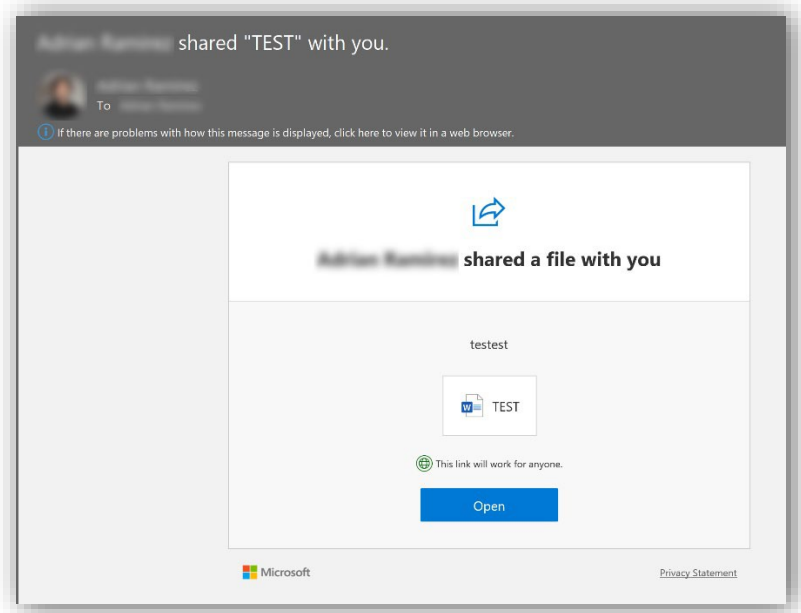


2. A new window will appear.

- a. Set permissions for the file.
- b. Recipient(s) email address.
- c. Message the recipient will receive in the body of the email.
- d. Opens outlook with an email template with the files link.
- e. A direct link copied to your clipboard.




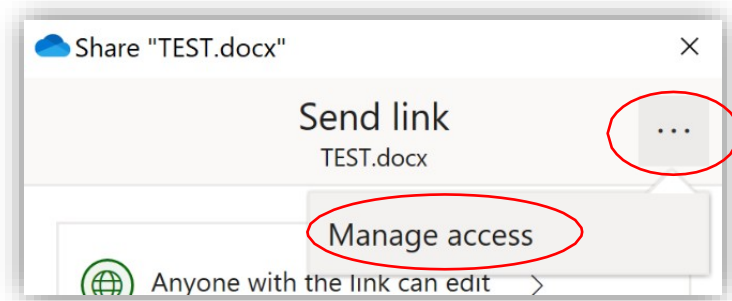
- 3. Once you have set all settings for the file you are sharing, click "Send".
- 4. The recipient will receive an email representing the file and the permission you have set.



## Managing access to file

These steps will guide you through managing access to a file already shared.

1. Follow Steps #1-2 on "How to share files" section, click the ellipsis icon , click the "Manage access" tab.



2. You can then view whom owns the file, who it has been shared with, and their permission (edit or view). Click the back arrow to confirm these settings.

