



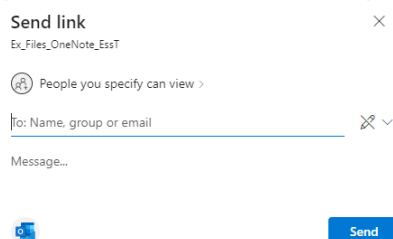
Quick Reference: **Share Files and Folders**

Share a file/folder from your OneDrive online account.

1. Open your Microsoft 365 OneDrive account.
2. Select the file/folder to Share - 
There are a couple of ways to share a file/folder once selected, invite people or Get a Link.

Invite People:

1. Invite people to share your file/folder. Click the  **Share** button or right click the selected file/folder and choose **Share** from the shortcut menu.
2. Type the email address of the person(s) you want to share the file/folder with.



3. Choose the permissions- **can edit or can view**- add an optional message.
4. Default: requires sign-in (Microsoft account; either way the document is shared) and Send an email invitation – click the **Share** button.

NOTE

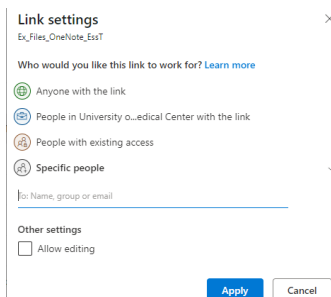
The recipient will receive an email with a link to open the file. You will also receive an email with date shared and a way to remove access if needed.

Get a Link:

1. Send a Link to share your file/folder to other sites, blog, email, etc... Click the selected file/folder and choose **Copy Link** from the shortcut menu. OR click share > Copy Link at the bottom of the pop up window
Copy link



2. Select appropriate **View/Edit link** from the drop-down menu.



3. Copy the link by either right clicking and choosing **Copy** from the shortcut menu or use the **Ctrl + C** keys to copy. Go to your email and paste (**Ctrl + V**) the link.

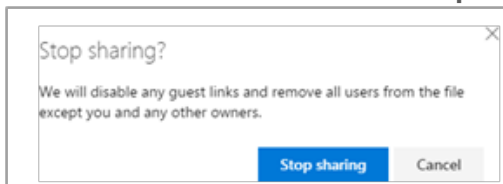
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To access the Share feature in an Application:

Open the file from your OneDrive account. Within the application, choose **File** from the ribbon (top left) and then choose **SHARE**, to access the share features

Stop Sharing

– Choose the  **Share** button and then **Shared with** in the list of option on the left – click the link at the bottom and click the **stop sharing** button.



Other Choices: Everyone that has rights to the file, you can **Email Everyone** or choose **Advanced** to specifically delete, grant and check permissions for specific users.


Collaboration

Files can be shared with others while working in the document and more than one person can be working in the document at a time. To see collaboration, open the shared file (the file will open in the appropriate application), if person sharing is modifying the document; their name will appear top right. If more than one shared person is modifying the document; their names will appear in different colors at the top right coordinating with the modification color in the document.

NOTE

Sharing is also available in the mobile device app from the app store.




Manage Permissions:

Click the  located on the toolbar far right of the Office 365 OneDrive screen, expand the sharing area for more specific details.



NOTE

The Video on Sharing is an example and may/may not display the same screens, but introduces the same concept. Watch [this video](#) to explore these options in the OneDrive Sharing environment.

Setting the feature “ALERT ME” on your document(s):



In the OneDrive Files screen, click the [Return to classic OneDrive](#) link at bottom left of screen. Click the **settings**  icon at the top right. Click **Show Ribbon** [Show Ribbon](#). Move your mouse to the top left and click the **FILES tab**  **Select** a document(s) or folder by clicking far left of the file/folder  that you want to apply an alert to.



On the Ribbon, click the **Alert Me**  icon feature, located in the Share & Track section – choose Modify the settings and choose **OK**. To Edit your alerts, click **Manage My Alerts**  [Manage My Alerts](#) to see a list of all your shared documents. To return to the Files on the OneDrive screen, click the **OneDrive** link located at the top on the blue strip.

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Delete and Restore files:

Select a file and click the  **Delete** button from the toolbar. Once a file has been deleted it will go to the recycle bin.  **Recycle bin** is listed in the view at the left of the screen. Items in the recycle bin are automatically deleted 30 days after they're put there. If yours recycle bin is full, the oldest items will be automatically deleted after three days.

Watch [this video](#) to explore these options in the OneDrive Delete/Restore environment.