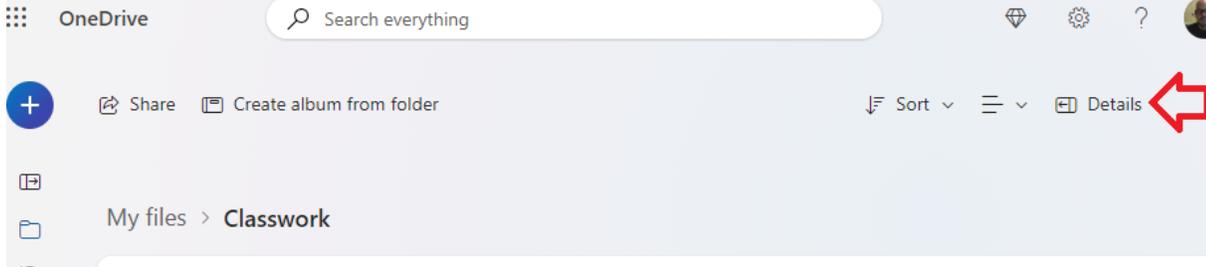


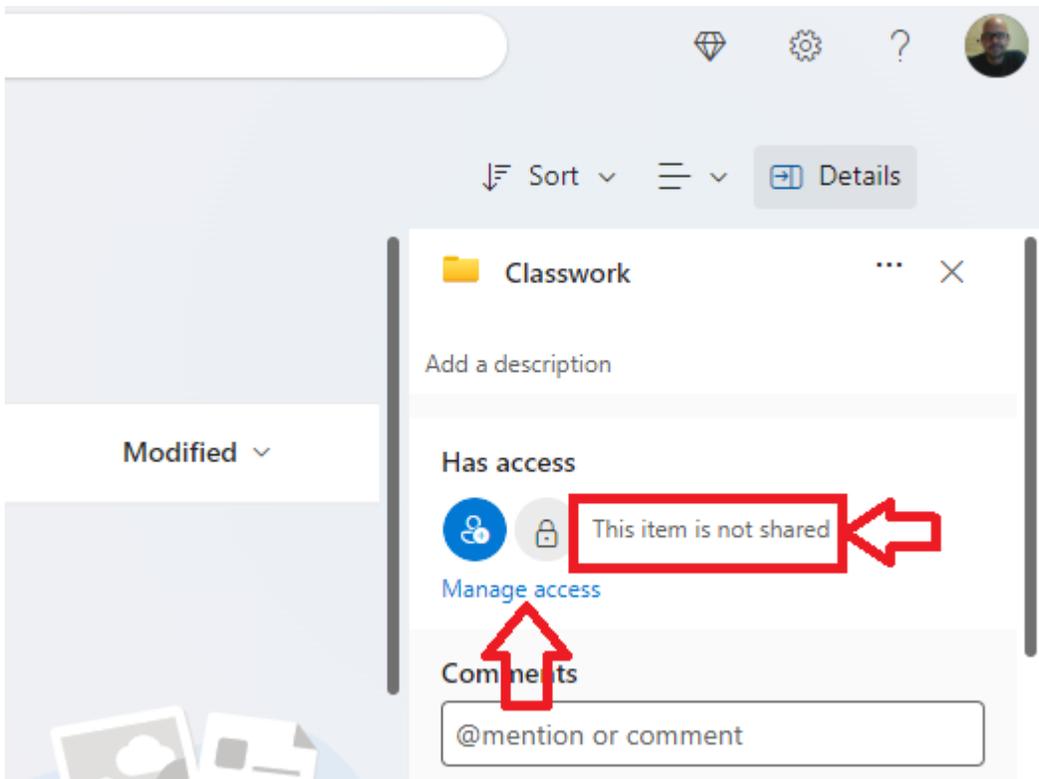
Sharing Folders in OneDrive

To share a folder in OneDrive follow these steps:

1. In OneDrive, open the folder you want to share.
2. Click on the Details icon as shown in the following screenshot.



3. The Details icon will display information about whatever you are in. In this case it show information about the folder you are in. Notice it displays who has access. In the screenshot below, notice it is not shared initially with anyone other than you, the owner. To modify this, click **Manage access**.



4. Next, you will see a screen showing that the owner has access. Click on Start sharing, as shown in the following screenshot.

Classwork

Share

People • 1

Groups / family

Links



Jim Cammack

Owner

This folder has not been shared with anyone yet.



Start sharing



5. On the next screen, click on **Anyone with the link can edit**. This will allow you an option to share with specific people instead of allowing anyone with the link to access the folder. **IMPORTANT if you allow anyone with the link to access the folder, you may lose control over who will access. This is because anyone with the link could give the link to others. This is a security problem! So be sure you only share with specific people.**

Send link

Classwork

Anyone with the link can edit >

To: Name, group, or email

Message...

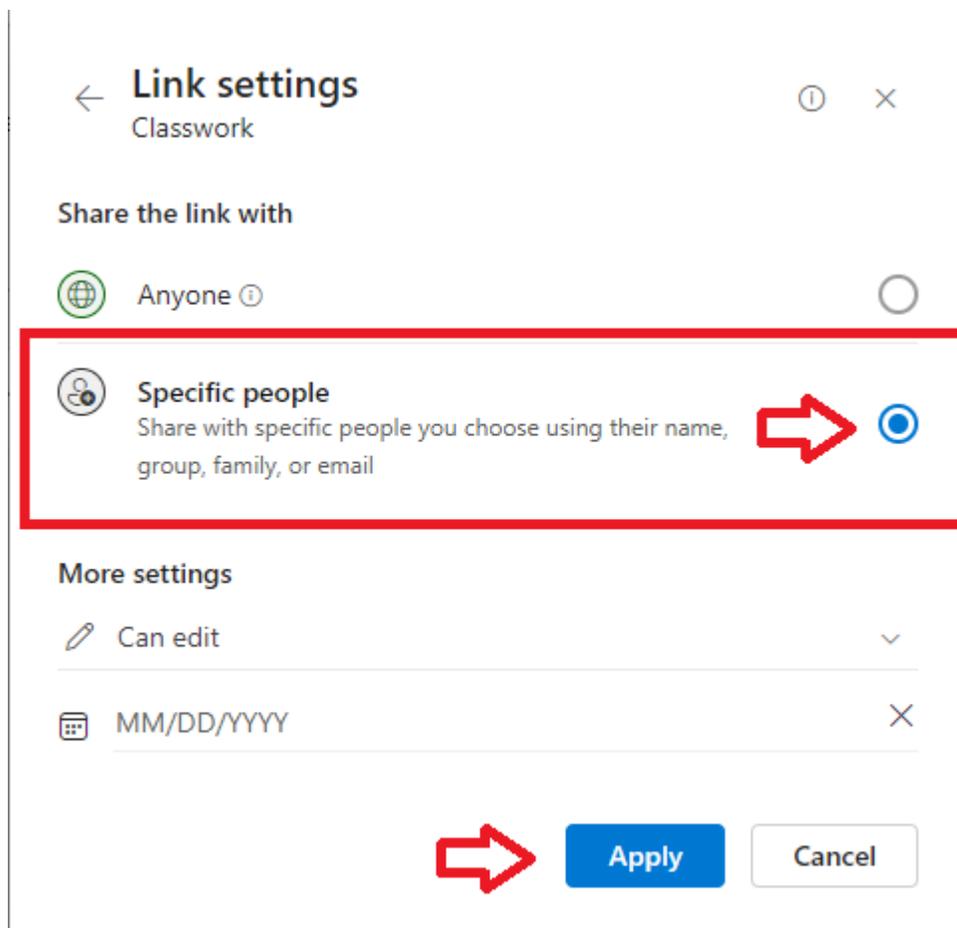
Send

Copy link

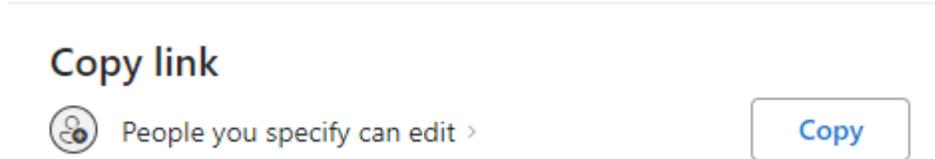
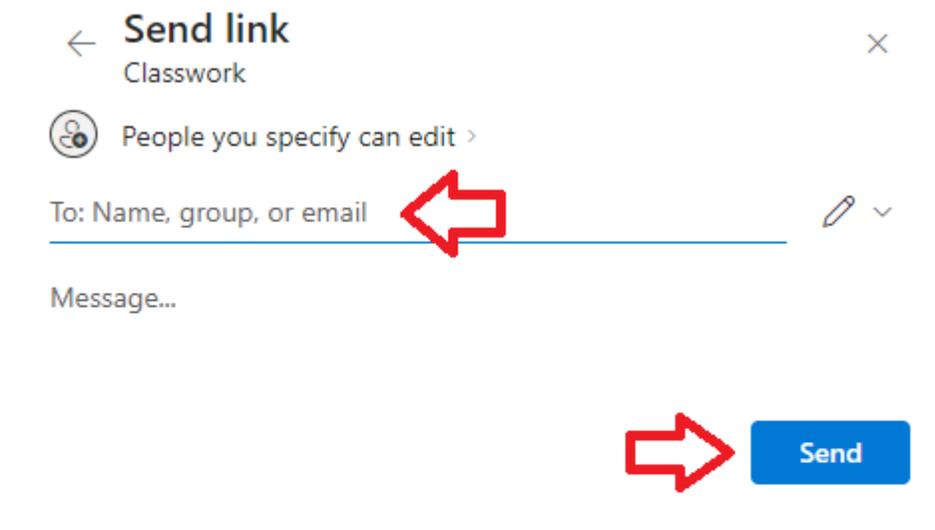
Anyone with the link can edit >

Copy

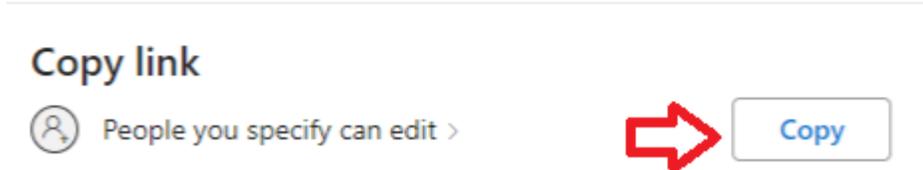
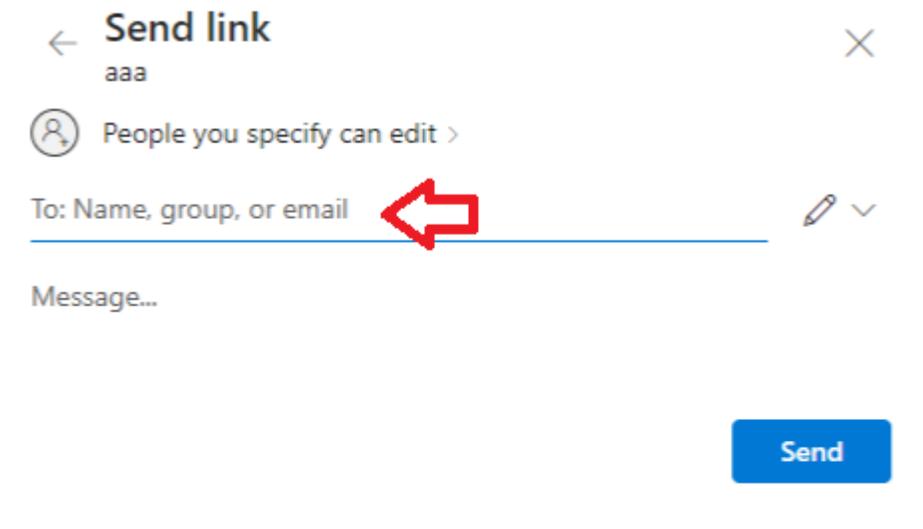
6. On the next screen, select **Specific people**, and then **Apply**, as shown in the following screenshot.



7. On the next screen, enter email address(es) of those with whom you wish to share the folder, and then click Send.



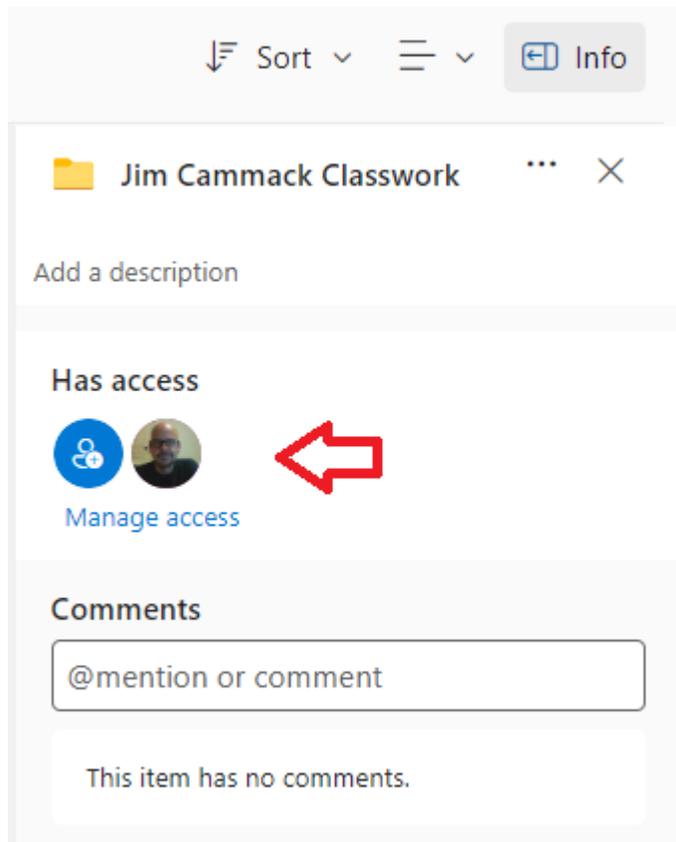
8. Clicking Send will send the person an email with a link they can use to access the folder. If you wish to send the link yourself, or you want a link for other purposes (for example, to turn in your link in Blackboard), click Copy.



9. Next click Copy again to copy the link to you clipboard.

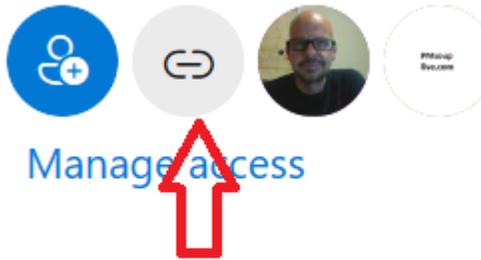


10. At this point, the folder should be shared. If you view Details, you should now see the user account in the Details panel.



11. **NOTE:** if you shared with a link that anyone can use to access the folder you will see this. Remember this is usually a security issue. **If you allow anyone with the link to access the folder, you may lose control over who will access. This is because anyone with the link could give the link to others. This is a security problem. So be sure you only share with specific people.**

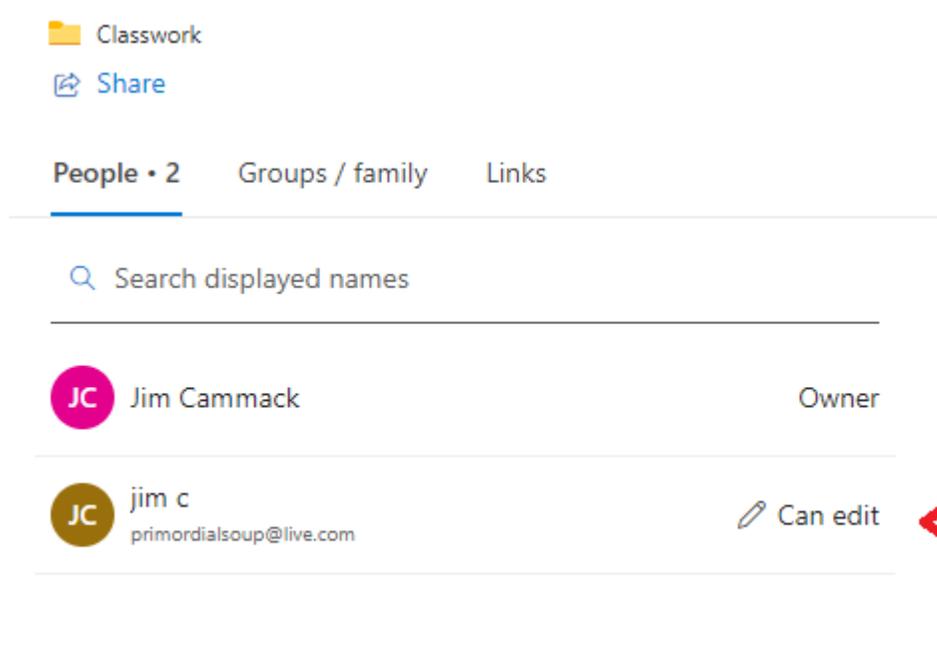
Has access



**Bad! Indicates
that anyone with
link can access
the folder**

Modifying Who Has Access

1. If you want to edit the sharing permissions for a folder, or unshare with a particular user, Click Details Icon and then click Manage Access. As shown in the screenshot below, you should see all the users which have access to the folder. Click the **Can edit**



2. You should then be able to change permissions to Edit or View., or as shown below, you can remove access by selecting **Remove direct access**.

JC jim c can edit

Ways this person has access

^ Direct Access: can edit

Direct Access grants access permissions without the use of a link

A dropdown menu for permissions. The top item is "Can edit" with a pencil icon and a downward arrow. A red arrow points to this item from the right. Below it is a checked item "Can edit" with a pencil icon and the text "Make any changes". Below that is "Can view" with an eye icon and the text "Can't make changes". The bottom item is "Remove direct access" with a trash icon, and this entire item is enclosed in a red rectangular box.