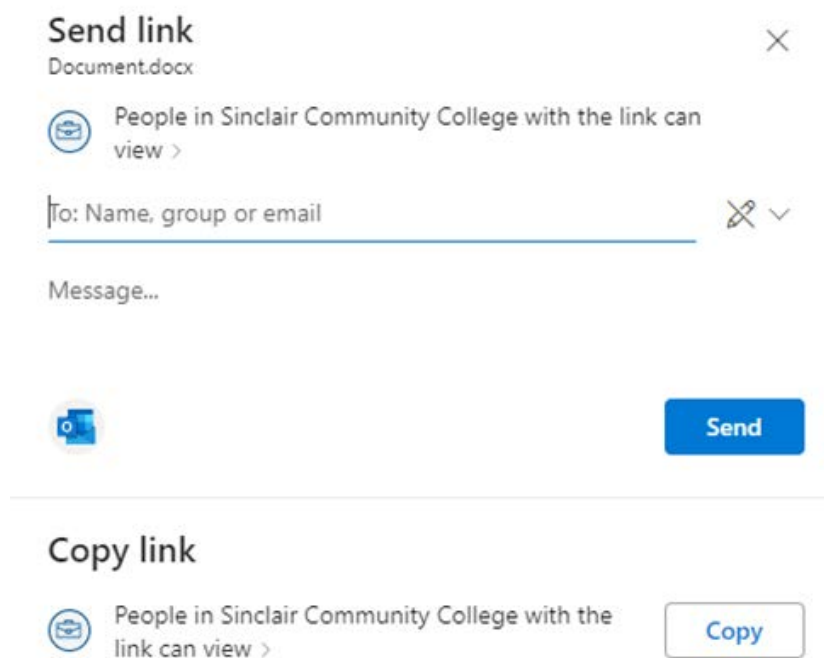


To share files on OneDrive, follow these steps:

You can share a file two ways, either you can have OneDrive send the email/link to the file or you can create a link to the file that you can copy and place in your own email. The steps are the same, you just do them under the "Send Link" section or under the "Copy Link" section.

1. Open the OneDrive folder on your computer.
 - a. From a Windows computer, you can locate the file in Windows Explorer
 - b. From a Mac, you can locate the file in Finder
 - c. From a web browser, locate file in My Files
2. Find the file or folder you want to share and right-click on it. Select "Share" from the menu and you will get a Share settings window



3. The default for this option is people within Sinclair and you can start typing their name to bring them up in the directory. If you want to share the file with users outside of Sinclair, click on "People in Sinclair Community College with the link can view" and select "People you choose"

Sharing settings ⓘ ✕
Document.docx

Share the link with





- Anyone ⓘ
- People in Sinclair Com...unity College**
Share with people in Sinclair Com...unity College, organization account required
- People with existing access ⓘ
- People you choose ⓘ

More settings

- Can view ⓘ
- Block download Off

Apply Cancel

4. Select the type of access you want to grant the person. You can choose to let them view the file, edit it, or share it with others.

-  **Can edit**
Make any changes
-  **Can review**
Can only suggest changes
-  **Can view**
Cannot make changes
-  **Link settings**

5. If you are using the "Send Link" option, you can add a message to the person you're sharing the file with and click "Send". If you are using the "Copy Link" option, simply click on copy and a new window will pop up with the link you can copy and send in your own email.

Things to keep in mind.

When you share a file on OneDrive, the person you share it with will receive an email with a link to the file. They can then click on the link to access the file, depending on the type of access you granted them.

If you choose to let the person view the file, they will be able to open the file in their browser and view it, but they won't be able to make any changes to it.

If you choose to let the person edit the file, they will be able to open the file in their browser and make changes to it. These changes will be saved to the file on OneDrive, and anyone else who has access to the file will be able to see the changes.

If you choose to let the person share the file with others, they will be able to send the file to other people and grant them access to it. This is a good option if you want to collaborate on a project with multiple people.

Overall, sharing files on OneDrive is a simple process that allows you to easily share files with other people. By following the steps above, you can quickly and easily share files with anyone, and give them the ability to view or edit the files as needed.