



Share and Collaborate with OneDrive

Share OneDrive files and folders

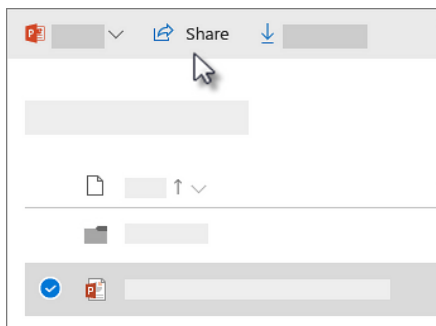
Copy a link to paste in a text message or on a website

Choose this option to share items with lots of people you might not even know personally. For example, you can use these links to post to Facebook, Twitter, or LinkedIn, or share in email or IM. Anyone who gets the link can view or edit the item, depending on the permission you set. Users with the link cannot upload new items. Keep in mind that the link can also be forwarded and sign-in is not required.

1. Go to the **OneDrive website** and sign in with your Microsoft account or your work or school account.

Note: For OneDrive for work or school users not using Microsoft 365, try **Share documents or folders in SharePoint Server**.

2. Pick the file or folder you want to share by selecting the circle in the upper corner of the item. You can also pick multiple items to share them together (sharing multiple items at the same time is not available for OneDrive for work or school accounts).
3. Select **Share** at the top of the page.

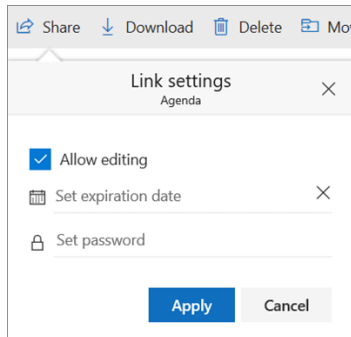


4. Select **Anyone with the link can edit** to customize the link options.
5. Set the options you want on your link, then select **Apply** when you're done.
 - **Allow editing** - When you share items with this type of link, people can edit files, and can add files in a shared folder if they're signed in with a Microsoft account. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder. Unchecking this box means that people can view, copy or download your items without signing in. They can also forward the link to other people. However, they cannot make change to the version on your OneDrive.
 - **Set expiration date** - The link will only work until the date you set. After that, the link will be invalid, and you will need to create a new link for users requiring access to your file or folder.



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- **Set password** - When a user clicks the link, they will be prompted to enter a password before they can access the file. You'll need to provide this password separately to users.



OneDrive for work or school additional options

OneDrive for work or school users also have the option to restrict the level of access (anyone with the link, only people within your organization, only people with existing access to the file, or only individuals you specify). Also, if you opt to disable editing, you can also opt to prevent viewers from downloading the file.

- **Anyone** gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.
- **People in <Your Organization>** gives anyone in your organization who has the link access to the file, whether they receive it directly from you or forwarded from someone else.
- **People with existing access** can be used by people who already have access to the document or folder. It does not change the permissions on the item. Use this if you just want to send a link to somebody who already has access.
- **Specific people** gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.
- **Allow editing** - When you share items with this type of link, people can edit files, can add files in a shared folder, and can delete files in a shared folder if they're signed in. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder.

Note: If a sharing option has been greyed out, your organization's admins may have restricted them. For example, they may choose to disable the **Anyone** option to prevent usable links being forwarded to others.

By default, **Allow editing** is turned on. If you want people to only view your files, uncheck the check box. This can be further restricted by selecting the option to **Block download**, which means they cannot save a local copy. For Word files, you can also select **Open in review mode only** to limit people to leaving comments and making

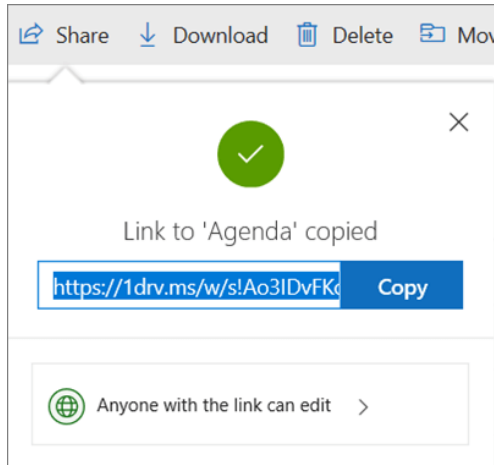


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suggestions in the file. Note that if someone already has editing permissions for the item, selecting **Open in review mode only** will not prevent them from making edits. For them, document will open in edit mode.

Note: When you enable **Open in review mode only** for a shared document, recipients who open the document in the Word desktop app will be redirected to Word on the web to make tracked edits or leave comments.

- Once you're back at the main **Share** box, select **Copy Link** to copy the link to your clipboard.



- Paste the link in an email message or wherever else you're sharing the link.

Tip: You can also generate sharing links through the OneDrive desktop app for Windows 7, Windows 10, and Mac. All you need to do is right-click the file or folder in your OneDrive folder on your computer, and select **Share a OneDrive link**. This will copy a link to your clipboard that you can paste into an email, website, blog post, and so forth.

However, these links are set by default to Edit permission. If you only want someone to have View permission, you'll need to use the OneDrive website to generate the link (or modify the one you just created).

Sharing folders

When you share folders with Edit permissions, people you share with can [add the shared folders to their own OneDrive](#). This lets them keep the folder alongside their own folders and items, easily move items between folders, and more easily work on it offline. Any updates they make sync with the shared folder, so everyone with access to the folder is up to date.

Tip: The recipient can add shared folders to their OneDrive, not individual files. If you want the recipient to add files to their OneDrive, put the files in a folder first, and then share the folder.



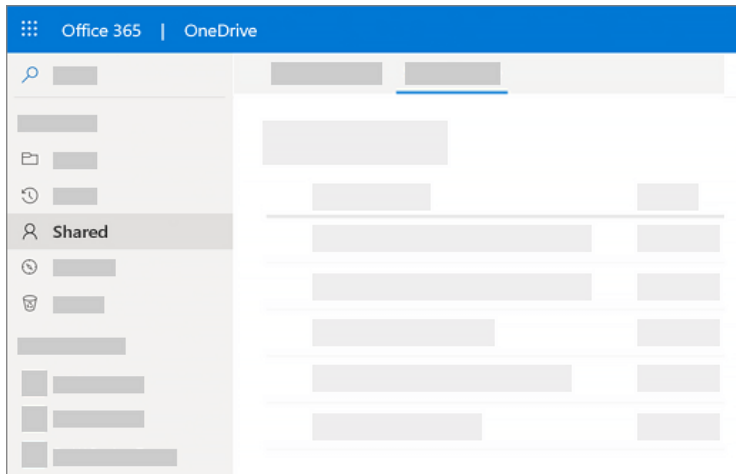
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See files you shared in OneDrive

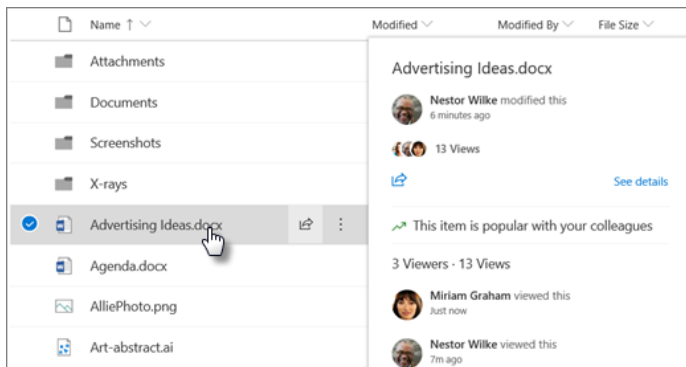
The Shared view in OneDrive shows all your files and folders that aren't private. After you share a file, it automatically appears under Shared in the navigation. What you see differs depending whether you're signed in with a personal account or a work or school account.

(For more information about sharing files, see [Share OneDrive files and folders](#) and [Stop sharing OneDrive files or folders or change permissions.](#))

1. In your OneDrive, select **Shared** in the navigation.



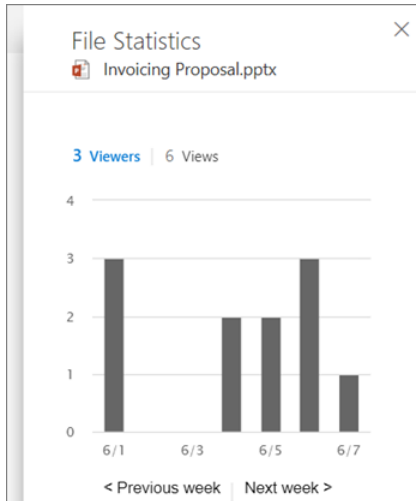
2. When you're signed in with a work or school account, at the top of the page, select the **Shared by me** tab.
Note: If you see different options, you're either signed in with your personal account or you're looking at classic OneDrive for work or school.
3. Before you open the file, you can see the number of views and viewers by pointing to the file name to show the file card. As the owner of this file, you also see the list of people who viewed the file, if your administrator has allowed you to see the viewers.





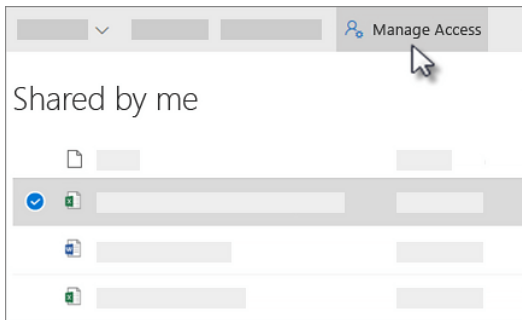
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Tip: You can also select the **Views** link on the file card to see a chart with a daily summary of the number of viewers and people who viewed the file.

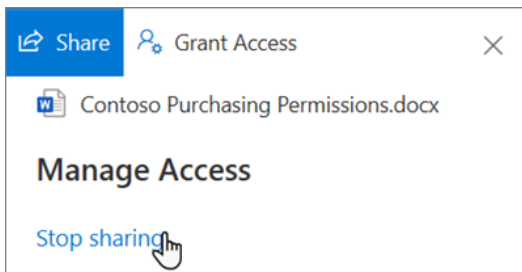


Manage access or stop sharing a file or folder from the Shared By Me view

- To manage access or stop sharing the file or folder, select an item, and then select **Manage access** near the top of the page.



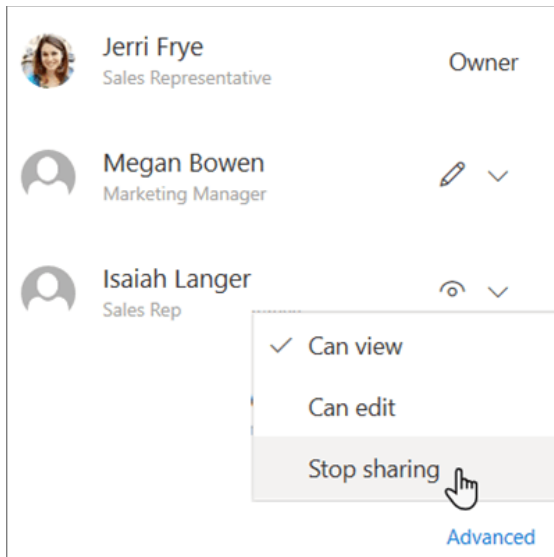
- To stop sharing with everyone, near the top of the **Manage Access** pane, select **Stop sharing**.





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- To stop sharing with one person, select the dropdown list, and then select **Stop sharing**.



- To change the person's permissions, select the dropdown list, and then select **Can View** or **Can Edit**.

Why am I seeing different options?

When you sign in with a personal account, the **Shared** view combines **Shared by me** with files that other people have shared with you.

If you see **Shared by me** in the left navigation, you're signed in with a work or school account (OneDrive for work or school) and looking at classic OneDrive for work or school. Try closing your browser and going back to OneDrive for work or school. If you try that and you still see **Shared by me** in the left navigation, your administrator has set up classic OneDrive for work or school as your default view. Talk to your administrator about changing that.

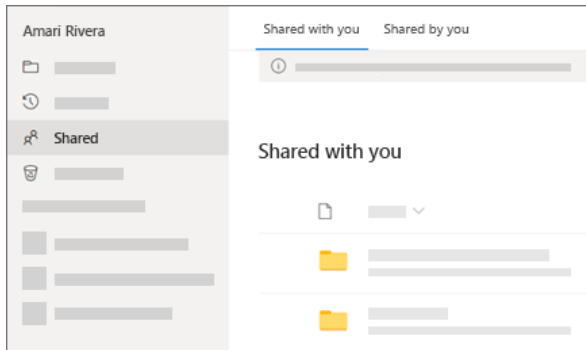


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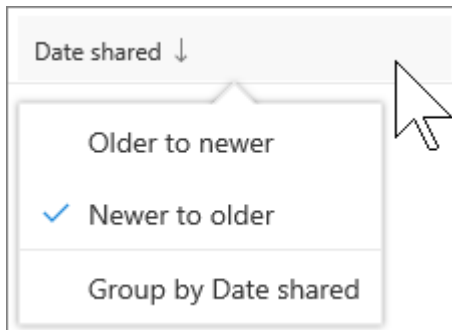
See files shared with you in OneDrive

After you sign in with your work or school account on the [OneDrive website](#), here's how you see files or folders shared with you:

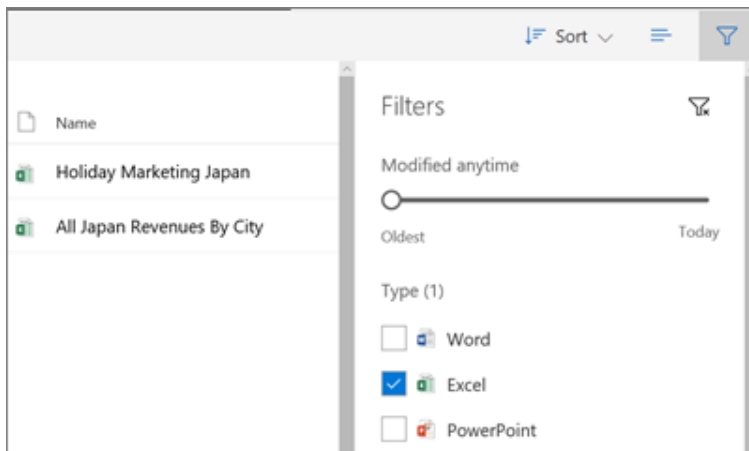
1. In the navigation pane, click **Shared > Shared with me**.



2. To sort or group the items by column, click a column and select an option from the drop-down list. For example, click the **Date shared** column and then select **Older to newer** or **Group by Date shared**.



3. To filter the items shown in the view, click the **Filters** icon above the list.





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Under **Filters**, you can:

- Move the **Modified anytime** slider between **Oldest** and **Today** to select a date range when files were last modified.
- Select file types to filter on, such as **Excel** or **Photos and videos**.
- Under **People**, enter the name or email address of a person who has shared with you.

Notes:

- Any items shared with you for which the permission was set to **Anyone with the link can view and edit** won't appear in your **Shared with me** view, even if the person entered your email address when they shared the item.
- Files that were shared with you before September 2017 will be missing information in the **Date shared** and **Shared by** columns.

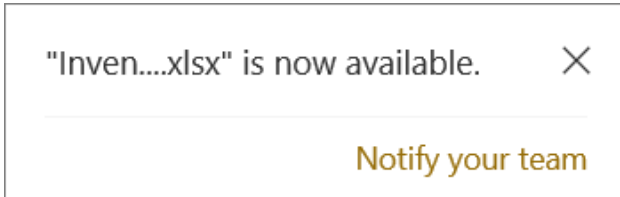


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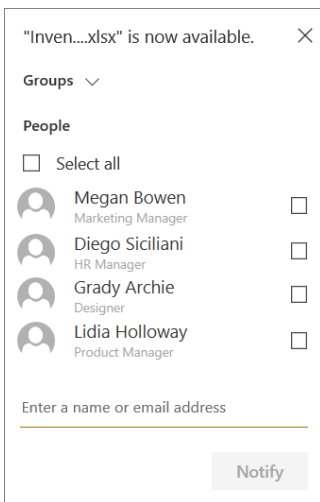
Notify your team after uploading a file to SharePoint

Notify your team when you upload files to SharePoint on the web.

After you drag or upload a file to SharePoint, you'll see an option to notify your team about the new file..



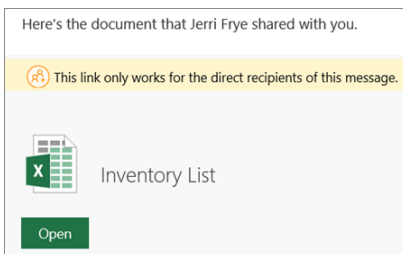
When you select **Notify your team**, you can then select SharePoint individuals or groups to alert about the new file. Enter names manually or select from those who already have access to the folder where you uploaded the file.



Notes:

- If you select more than 20 people, you'll get a warning that you will be notifying a large audience.
- You will not be able to select groups containing more than 100 individuals to notify.

When finished, click **Notify**, and the recipients will receive a link that works only for them.



Note: The notification works only for people with existing access. If you try to notify someone without access, you'll receive an error.



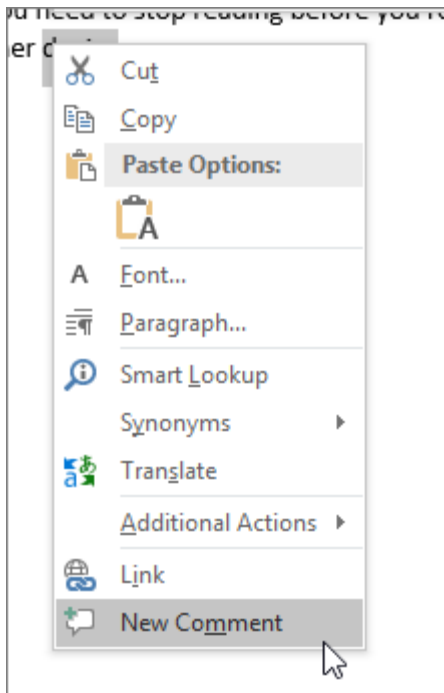
Share and Collaborate with OneDrive

Use @mention in comments to tag someone for feedback

1. Sign in to Microsoft 365 with your work or school account, and go to a document that's saved in a SharePoint library or OneDrive for work or school.

Note: For this feature to work, you'll need to be signed in to Outlook on your PC.

2. Add a comment from the context menu or from **Review > New Comment**.



3. Type @ and the first few letters of the person's first or last name, and then pick the name you want (If they don't already have permission to open the document, you'll be asked to provide that).

Tip: To be more casual, feel free to delete everything except the person's first name in the @mention. To include more people, type @ again and mention someone else.

Quickly find and respond to @mentions

In Word, Excel, and PowerPoint, when someone mentions you in a comment, you'll receive an email notification that includes a link that takes you to the comment in the file.

In addition, in certain versions of Word, Excel, and PowerPoint, the email notification also shows you a preview of the text and comment thread associated with the comment (also known as context preview), and you can respond to the comment directly from the email notification (also known as inline replies).



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Contoso Monthly Report.xlsx

Products

Elvia Atkins mentioned you

@Tim Deboer can you confirm this # is correct? Looks low to me.

Product Key	228
Product Name	Long-Sleeve Logo Jersey, S
Color	Multi
...	...
Sales	65

Add a comment

Go to comment

If you're mentioned more than once, you'll receive the links in a single email.

Requirements

Email notifications will include context preview and inline replies if the comment is added by someone using the following versions of Word, Excel, and PowerPoint:

	Windows	Mac	Web	Mobile (Android/iOS)
Word	Not yet	Not yet	Yes	Yes
Excel	Yes (version 1911 or later)	Yes (version 16.31 or later)	Yes	Yes
PowerPoint*	Not yet	Not yet	Yes	Not yet

*PowerPoint does not yet support inline replies

To reply to a comment from the notification email, you must be using Outlook for Windows, Outlook on the web, or Outlook Mobile. Support for Outlook for Mac and dark mode in Outlook on the web is coming soon.



Share and Collaborate with OneDrive

Stop sharing OneDrive or SharePoint files or folders, or change permissions

Stop or change sharing

Files and folders can be shared by sending someone a sharing link, or by giving them direct access to the file or folder. (People may also have access to a file or folder if they've been given access to the site itself.)

If you are the file owner, you can stop sharing the file or folder.

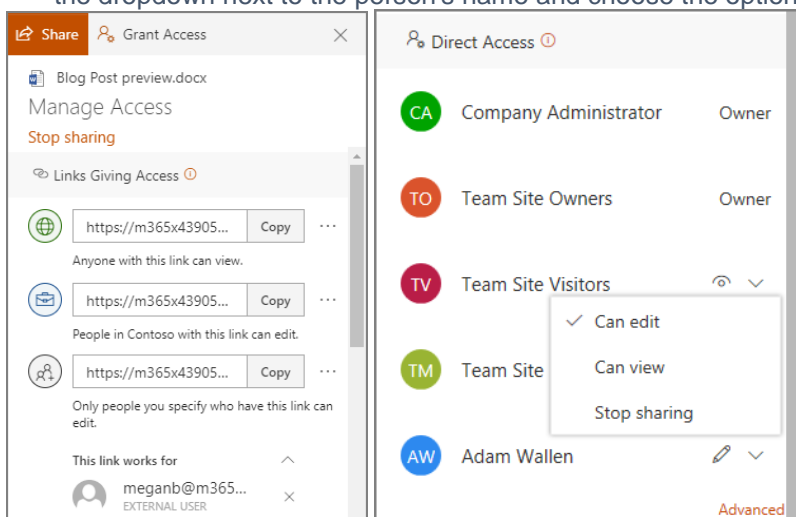
If someone has been given direct access, or has access through a specific people link, you can also change the sharing permissions between view and edit.

Here are the steps:

1. Select the file or folder you want to stop sharing.
2. Select **Information** in the upper-right corner to open the Details pane.

Note: (The **Information** icon is just below your profile picture. If you don't see it, make sure you only have one file or folder selected - it won't display if you have multiple items selected.)

3. On the **Details** pane, under the **Has Access** header, you'll see the **People** icon, the **Links** icon, and/or the **Email** icon. These options vary depending on how you have shared the file or folder. Select **Manage access** and:
 - To stop sharing the file entirely, click **Stop sharing**.
 - To delete a sharing link, click the ... next to the link, then click the **X** next to the link to remove it. (You'll get a prompt asking you if you're sure you want to delete the link - if so, click **Delete link**.)
 - To stop sharing with specific people, expand the list under a specific people link and click the **X** to remove someone.
 - To change permissions or stop sharing with someone who has direct access, under **Direct Access**, click the dropdown next to the person's name and choose the option that you want.





Share and Collaborate with OneDrive

Tip: You can also manage a file or folder's sharing permissions through the OneDrive desktop app for Windows 7, Windows 10, and Mac. All you need to do is right-click the shared file or folder in your OneDrive folder on your computer, and select **Share**, then select **More** **...** > **Manage access**, and a dialog box will open on your desktop so you can make your selections as described above in step 3.

See the items you've shared

On OneDrive.com, select **Shared** in the left pane, and then select **Shared by me**.

For more information, please refer to the Microsoft training resource page [HERE](#)