# How To – Share Files Via OneDrive

## Contents

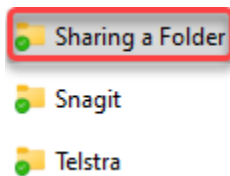## Step 1: Locate your OneDrive folder/file
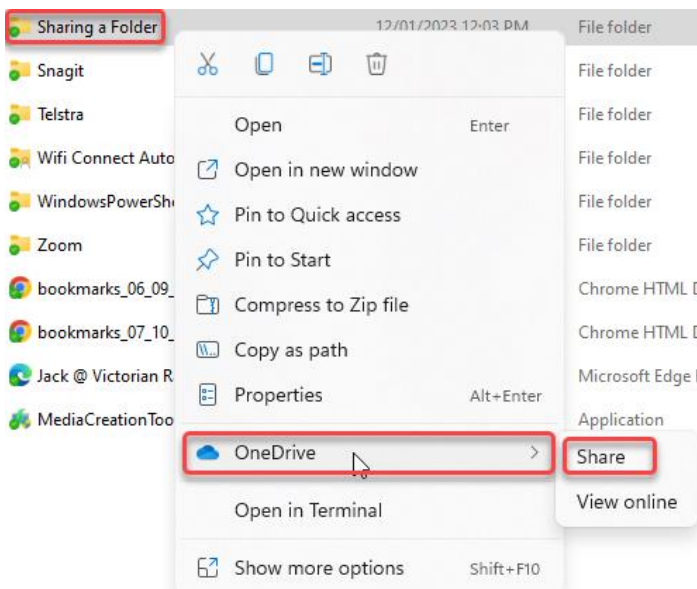
Locate the OneDrive folder.
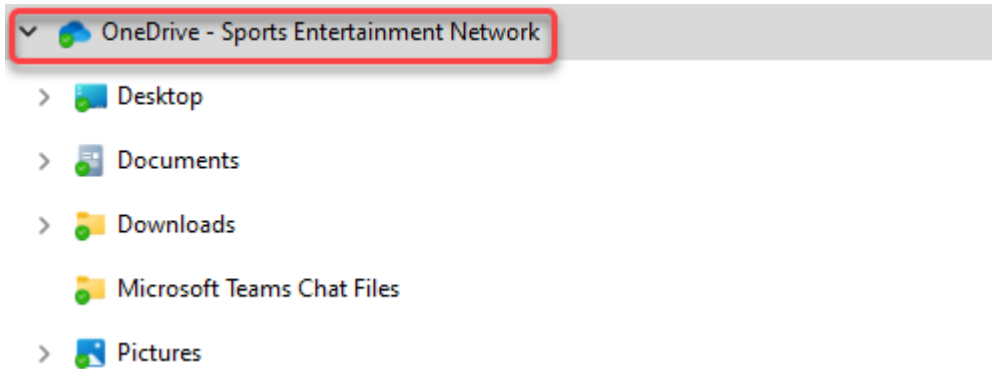


Locate the folder with the files you want to share.



## Step 2: Sharing the folder

Right click the **folder**, click **OneDrive** and then click **Share**.

## Step 3: Choosing who to share with

Enter in the person's name (internally) or email address (externally) for the person you want to share the folder / file with. Then select the permissions you want to give them.



Edit: Those with Edit access can edit and make changes to the document.

View: Can only view the document and cannot make changes / edit the document.
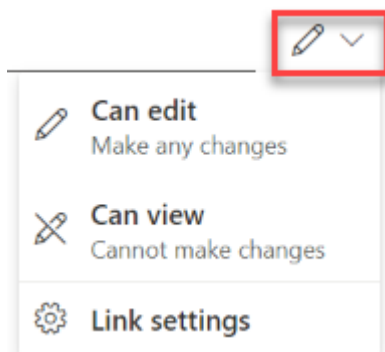


Once you have done this click **Send**.

You can also just create a link using the Copy button and this will create a shareable link as seen below:

Sharing a Folder

If you require assistance please contact the I.T Team, either through the intranet (https://helpdesk.sen.com.au) or by emailing SEN Helpdesk (helpdesk@sen.com.au).