

# How To – Share Files Via One Prive

#### Contents

Step 1: Locate your OneDrive folder/file	2
Step 2: Sharing the folder	2
Step 3: Choosing who to share with	3

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

Locate the OneDrive folder.



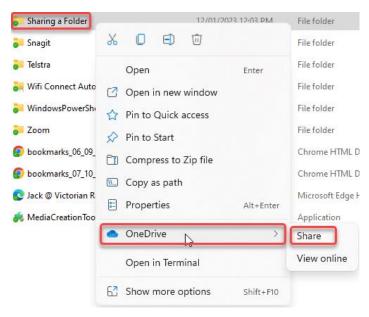
Sharing a Fold
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## Step 2: Sharing the folder

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



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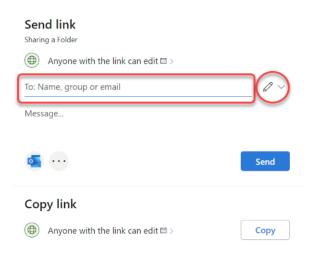
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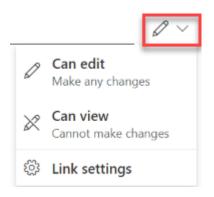
### Step 3: Choosing who to share with

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.

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

Sharing a Folder

SEN

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

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