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How To – Share Files Via OneDrive

Jack Yumulu - 2023-01-13 - Comments (0) - OneDrive

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.

Send link Sharing a Folder	
\bigoplus Anyone with the link can edit \boxtimes $>$	
To: Name, group or email	
Message	
■ ···	Send
Copy link	
Anyone with the link can edit	Сору

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 (<u>https://helpdesk.sen.com.au</u>) or by emailing SEN Helpdesk (<u>helpdesk@sen.com.au</u>).

Attachments

• How-To-Share-Files-Via-OneDrive.pdf (266.14 KB)