Microsoft

Sharing a Document via OneDrive

Quick Reference Guide

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Sharing files through OneDrive makes it easy to collaborate with others while keeping your data secure. With OneDrive, you can share files without sending email attachments, control who can access your documents, and ensure everyone is working with the latest version. **Please note,** that some organisations have security policies restricting what and how you can share, which may limit your available options

File to share

- Open OneDrive. You can do this from the OneDrive app, your browser, or directly through File Explorer on Windows.

- Find the document you want to share in your OneDrive folder.

- Right-click the file and select **'Share'** or click the **'Share'** button next to the file in your OneDrive interface.

- A sharing window will appear. Here, you can customise the access settings.
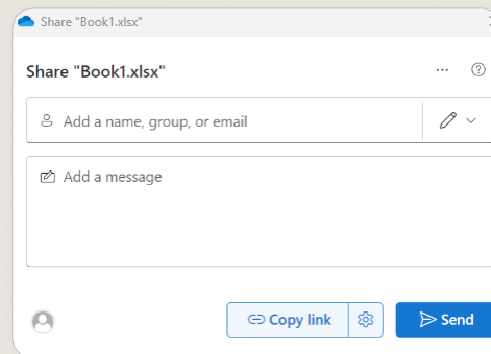
- Click on settings to adjust permissions. You can allow editing and set an expiration date.
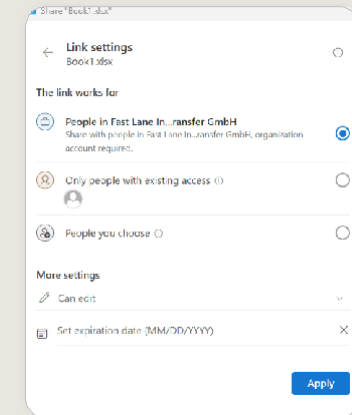

- Select whether they can make changes *(edit)*, View *(read only)* or can only view online *(can't download)*. Once you've adjusted the settings, click **'Apply'** and then **'Copy link'** to generate a shareable link.

  Now you can paste this link into an email, chat, or any platform where you want to share the file.
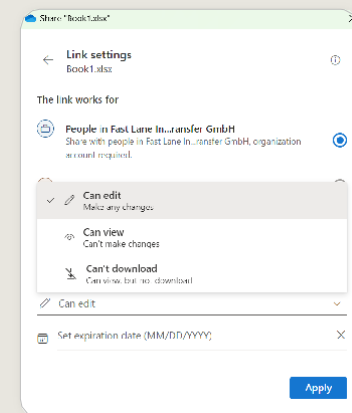
Share with Specific People

- From the sharing window you can directly add the name, group or email you want to share with. Click on the pencil to specify the permissions, add a message if needed. Click **'Send'** to share the file directly.
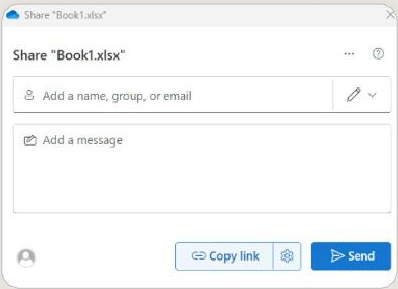
- If you want to share with specific individuals, enter their email addresses in the sharing window and add a message if needed. Click **'Send'** to share the file directly.

Manage shared access

To manage who has access to your file, right-click the document, select **'Manage Access'** and make changes as needed.