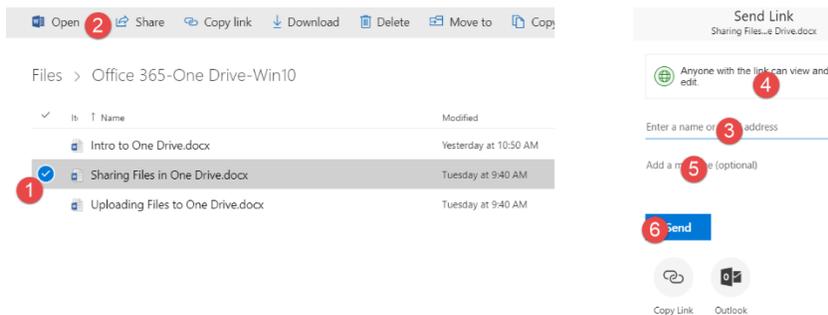# Sharing Files in One Drive

Sharing Files in One Drive:

Sharing documents allows you collaborate with others and give permissions to both view and edit together. In One Drive, with sharing, multiple users can edit a document simultaneously.

Steps for Sharing Files:

1. Select the file by checking the selection box on the left (if in list) or clicking the tile folder/file.

2. Click Share on the Command bar (or if using list view, click the ellipses (…) next to the file name).

3. The Send Link window will appear. Enter the email addresses of the people with whom you want to share the document or folder.

4. Then, confirm if you want to grant **Can Edit** permission with the check box.
   a. If you choose **Allow Editing**, recipients can use Office Online to edit Office documents without signing in to make other changes (like adding or deleting files in a folder) recipients need to sign in with a Microsoft account
   b. If you pick **Allow Editing** and a recipient forwards the message, anyone who receives it will also be able to edit the item you're sharing. People with edit permissions can also invite others to have edit permissions to the item.
   c. Those with **Allow Editing** permission have full rights to delete a file.
   d. **Do not allow** editing (uncheck box), that means people you invite can view, download or copy the files you share.
   e. Permissions for any person can also be changed later.

5. If you want, type a message to be included with an email that's sent to all invitees.

6. When you are finished adding invitees and assigning permissions, click **Send**.

Sharing a Folder:

Sharing a folder provides a quick way to share many documents with other people at once and makes it easier to manage a set of shared documents. When you share a folder, you automatically share all files in that folder. Any document moved into a shared folder will inherit the folder share permissions. Folders are shared with the same procedure as for sharing a document. Individual files may be given different sharing permissions, if for instance you wanted to restrict access to different files.

Changing or removing share permissions:

To change share permissions, select the file/folder then click share and go to the Shared with tab. The Shared with tab will display a list of everyone with whom it has been shared and their permissions. Click the drop down beside each user and select the desired permission (Edit, view, stop sharing). To stop sharing the document with everyone on the list, select the stop sharing option at the bottom of the window.

Viewing Documents shared with you:

To view and access documents which other users have shared with you, go to the Navigation Pane in your library window and choose 'Shared with me'. This will display a window listing all documents that have been shared with you from which you can then open and edit them. You can sort this list by the various columns. However as this is a virtual folder (that is, it is in reality just a list of links to other people's files), you will not be able to use standard file management to organize it (create new folders, move files etc.)