

How to Share Files in OneDrive: A Student's Guide

Sharing files in OneDrive is a simple process that allows you to collaborate with others, both inside and outside your school. Follow these steps to share your files securely and efficiently.

1. Sign In to OneDrive

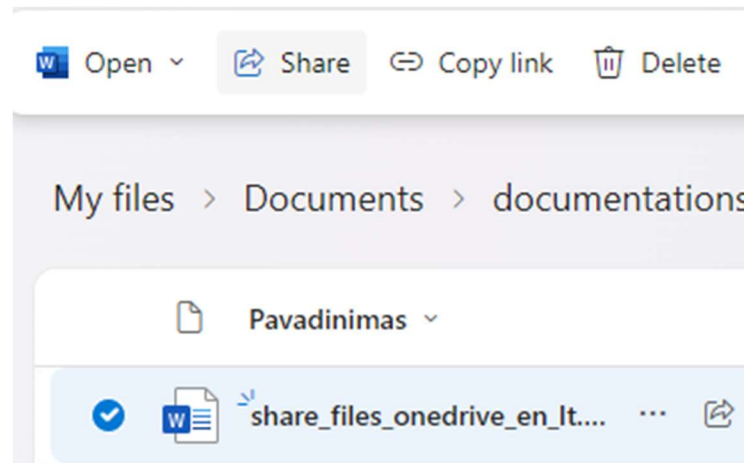
- Go to [OneDrive](#) and sign in with your school Microsoft account.

2. Find the File or Folder You Want to Share

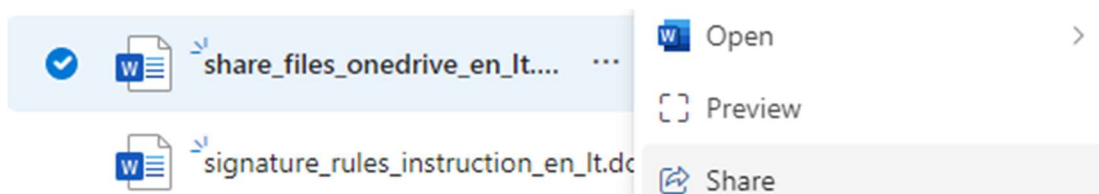
- Navigate through your OneDrive to locate the file or folder you want to share.
- Click on the file or folder to select it.

3. Open the Share Options

- Click the **Share** button at the top of the screen or right-click on the file/folder and choose **Share**.

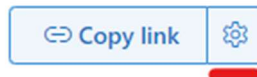


OR



4. Choose Who Can Access Your File

- In the sharing window, select who can access your file:
 - **Anyone with the link:** Anyone with the link can access the file, ideal for sharing with people outside your school.
 - **People in [Your School]:** Only people within your school can access the file.
 - **Specific people:** Only specific individuals you enter can use the link.



5. Set Permissions

- Decide the level of access for the recipients:
 - **Can Edit:** Recipients can view and make changes to the file.
 - **Can View:** Recipients can only view the file without making any changes.
- Optionally, set an **expiration date** for the link.



6. Send the Link

- Click **Apply** to save your settings.
- Click **Copy Link** to generate the link.
- Paste the link into an email, chat, or message, and send it to your chosen recipients.

7. Manage or Stop Sharing

- To modify or stop sharing:
 - Right-click on the file or folder.

- Select **Manage access**.
- Here, you can adjust permissions or remove access as needed.

Key Points to Remember

- **Use the Right Permissions:** Choose **Can Edit** for collaboration, or **Can View** if recipients should only see the file.
- **Careful with "Anyone with the Link":** This option gives access to anyone who has the link, so use it wisely.
- **Security Features:** Consider adding an expiration date for shared links, especially for external sharing.
- **Check Access:** You can always review and change who has access to your files later.