# Student's OneDrive quide

OneDrive for Business – sharing a resource using public link

Using a public link anyone with the URL can access the shared resource.

1. Login to OneDrive for Business in the Office 365 portal: https://portal.office.com
2. Upload your file to OneDrive. If you need to share multiple files with the same link, you can create
a folder and then share the folder.
3. Select a file or folder and click the Share button.
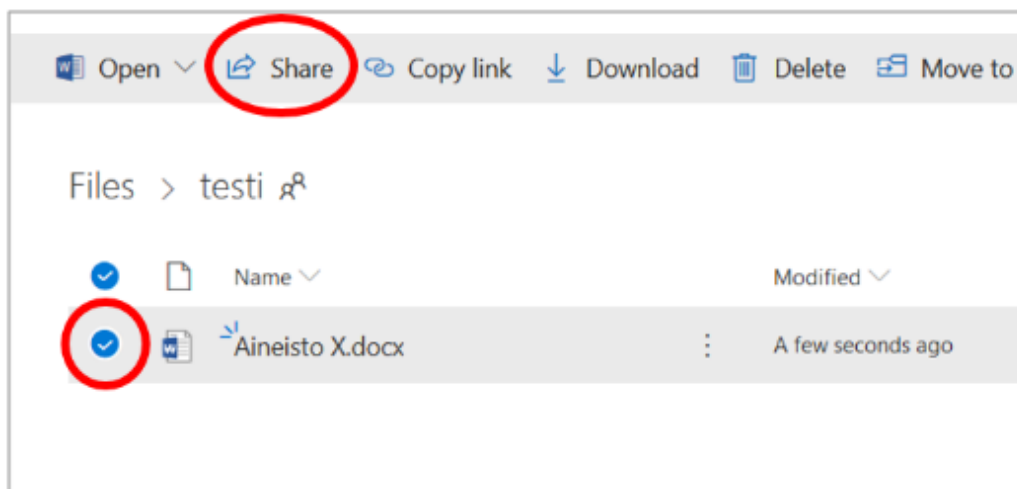
Add a caption

4. Select Anyone with the link from the list of privileges. If you don't want to grant editing rights,
uncheck Allow editing. Click the Apply button.

Send Link

(&) People you specify can edit >

Enter a name or email address

Add a message (optional)

Send

Copy Link   Outlook

Link settings

Who would you like this link to work for? Learn more

⊕ **Anyone with the link** ✓

📧 People in LUT University with the link

(&) People with existing access

(&) Specific people

Other settings

☑ Allow editing

📅 Expires Thursday Mar 24 2022 ⓘ

🔒 Set password

⊖ Block download ⚪ ⓘ

Apply Cancel

5. Click the Copy link button.

Add a caption

↱ Share   ☍ Copy link   ↓ Download   🗑 Delete

Send Link
Aineisto X.docx ··· ✕

⊕ Anyone with this link can view. 📅 >

Enter a name or email address
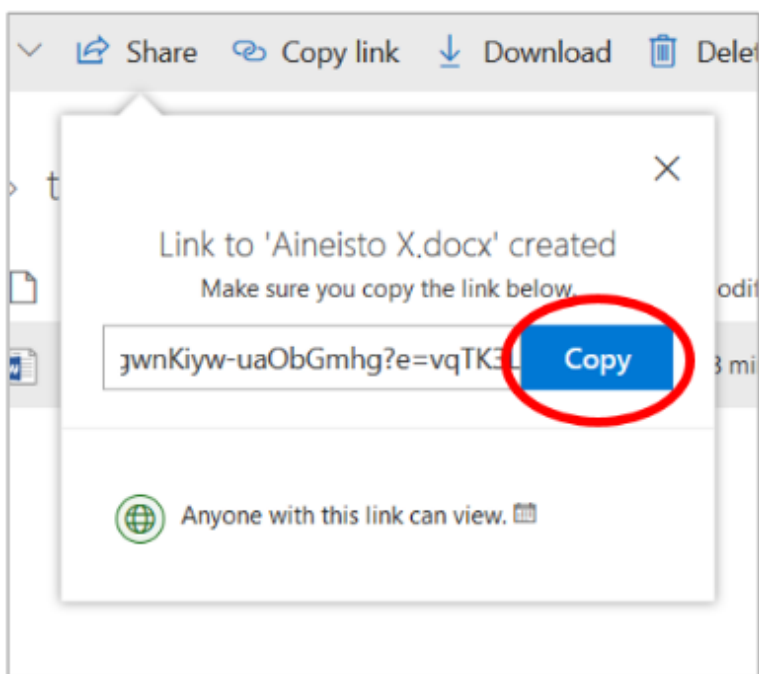
Add a message (optional)

Send

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Add a caption

6. Click the Copy button and close the popup window.

Add a caption

7. You can now share the link with others.