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4 min



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Video: Collaborate using OneDrive
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Exercise: Collaborating using OneDrive

Note: You can pass this course and all graded assessments without access to the downloadable version of Microsoft 365.

How to complete this exercise

To complete the exercises in this course, you will need access to Microsoft Word.

Note: Keep in mind that if you are using another version of the Microsoft Word application, some features covered in this exercise may not be available.

Access Microsoft Account

[Log in to your Microsoft account](#), Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

In this exercise, you will share a file with a member in your organization. You will also configure the Sync feature.

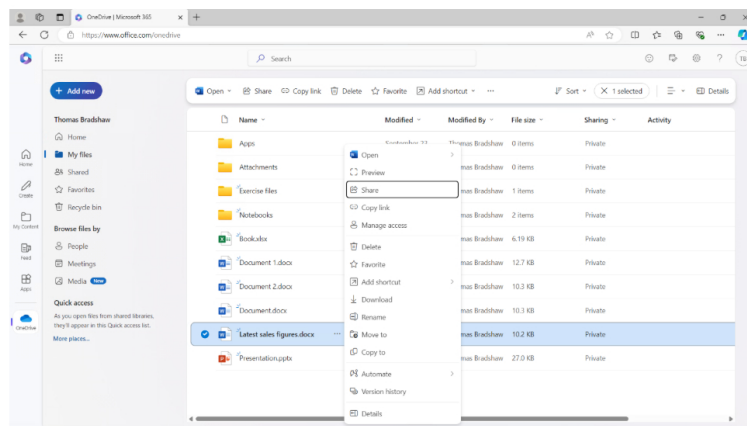
Note: If you are using a Business account, please get **authorization** before using the Sync feature in OneDrive.

1. Ensure you have completed the exercise **Organizing files in OneDrive**.

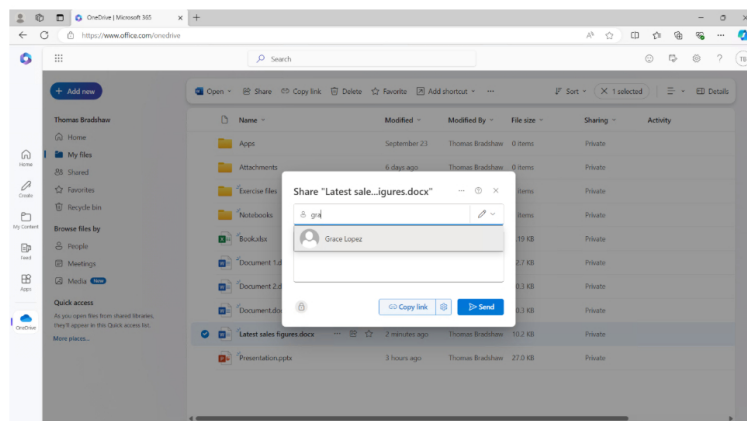
Note: In this example we have selected the file Activity 3-1. You can select **any file** in your OneDrive.

2. Ensure that the OneDrive for Business app is installed on your PC.

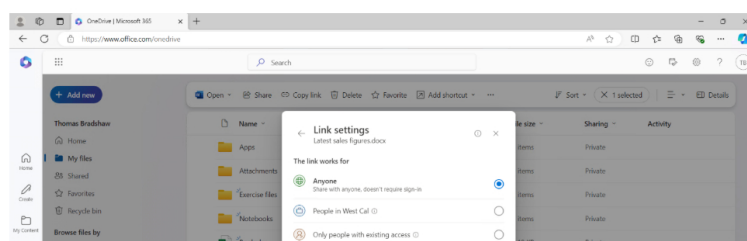
3. Right-click the file you dragged and dropped in the new folder you created, then click **Share**.

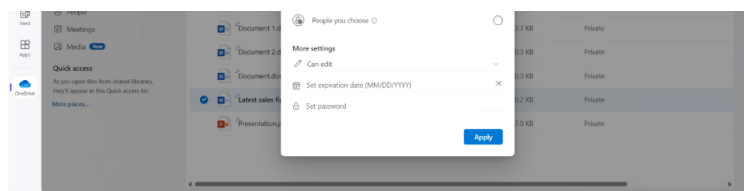


4. Type in one of your team member's names, then select the name from the **Search Directory**:



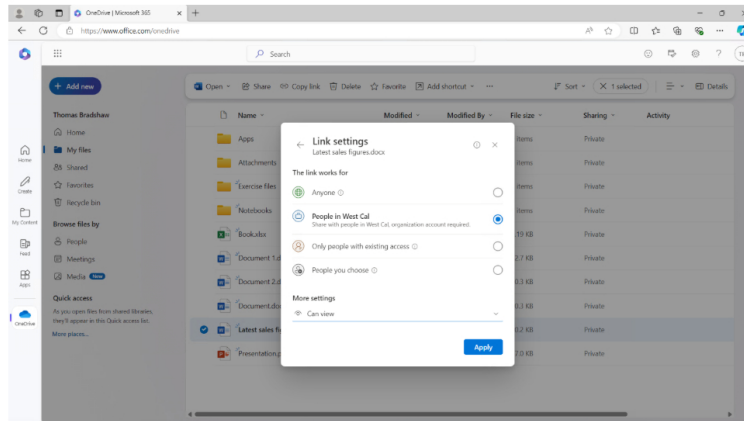
5. Click the menu box above to open the **Link** settings window:



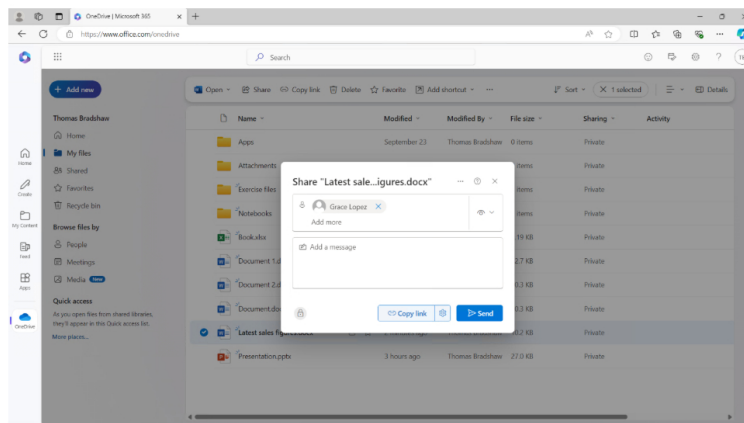


6. Select **People in [Your Organization] with the link** and uncheck the **Allow editing** checkbox. Then, click **Apply** to return to the Send Link window:

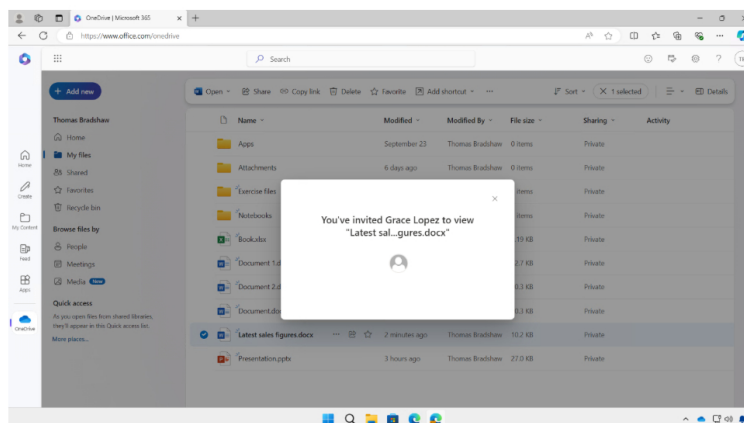
Note: The **People in [Your Organization] with the link** choice will only be available in OneDrive for Business.



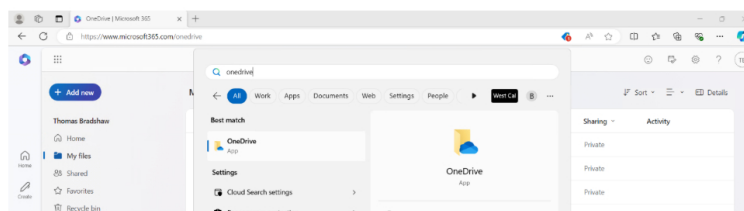
7. Click **Send** to finish:

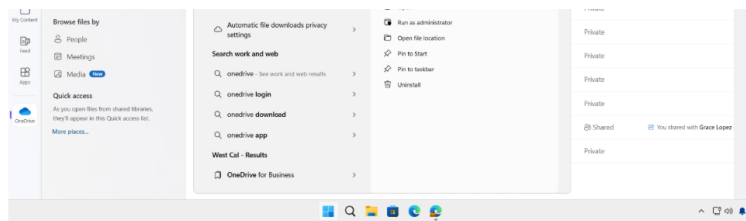


8. You will receive a pop-up notification:

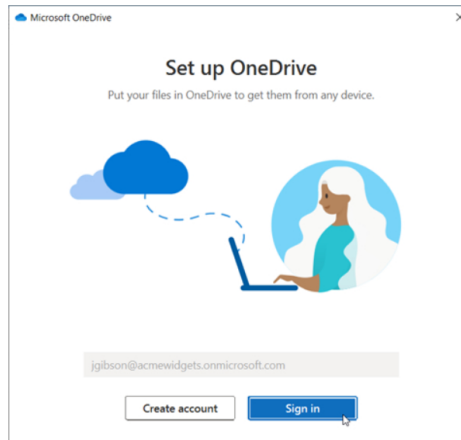


9. Open the **Microsoft OneDrive for Business** app on your desktop computer. If prompted to sign in, enter your Microsoft 365 credentials:

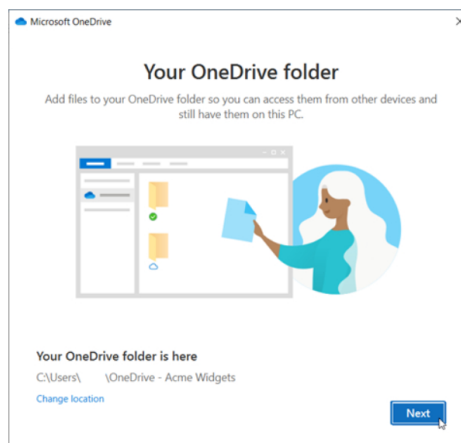




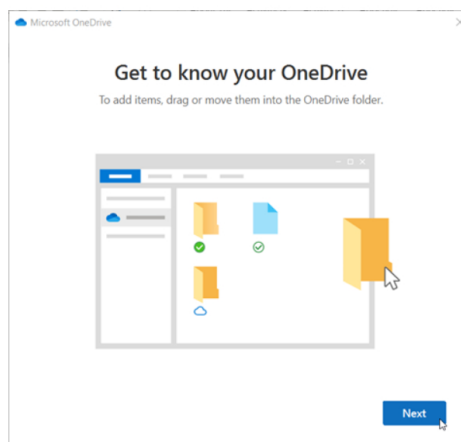
10. If you are prompted to sign in, enter your e-mail address and click **Sign in**:



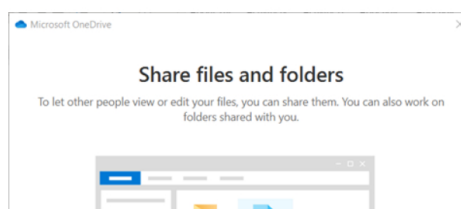
11. Then, click **Next** to accept the default location where OneDrive for Business files will be stored:

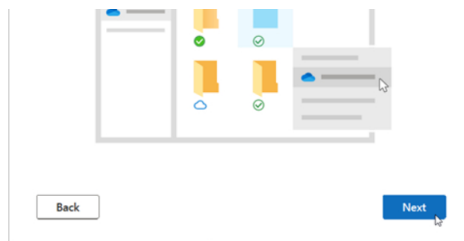


12. Click **Next** to continue:

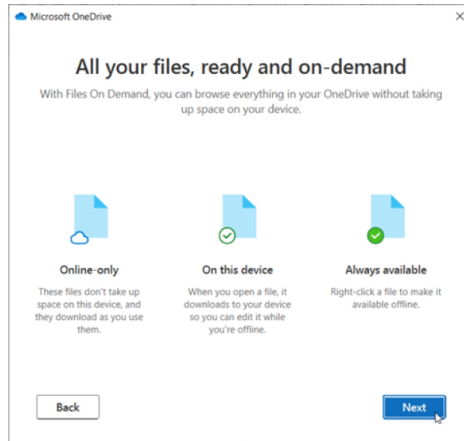


13. Click **Next** to continue:

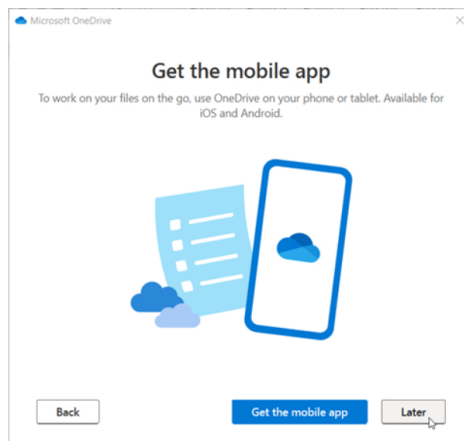




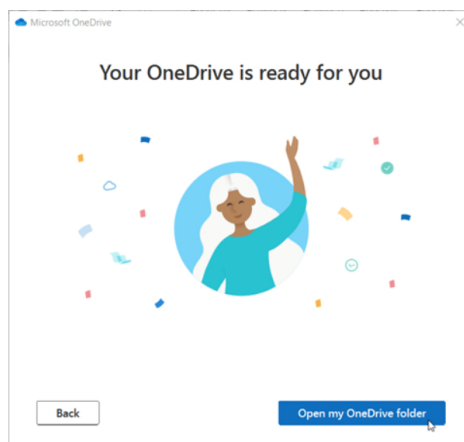
14. Click **Next** to continue:



15. Click **Later** to continue.



16. Click **Open my OneDrive folder** to finish.



17. File Explorer will now open to your OneDrive for Business account. Confirm that all files are present:

