

# Sharing Documents on OneDrive

You can use OneDrive to share your folders and files to people that you work with. This gives you the convenience of sharing large files with colleagues without sending them as an attachment through email.

The person to whom you have given access to your files is not required to have an Outlook account. OneDrive allows them to download the files using a link provided to them in an email message that is sent to the email ID used to provide the share. However, it's more convenient for both parties to have an Outlook.com account as this gives them real-time access to the documents on OneDrive.

To get a better understanding of this technology, please refer to your course material or use your preferred search engine to research this topic in more detail.

## Learning Outcomes

After completing this exercise, you will be able to:

- Share folder on OneDrive

## Your Devices

You will be using the following device in this lab.

- Your computer



### Task 1 - Share Folder on OneDrive

To share a folder in OneDrive, follow these steps:

#### Step 1

Ensure that **OneDrive** > **Files** interface is displayed on your computer.

Hover your mouse over the **Online** tile and then select the radio button.

*Note: You must select the document to make various menu-options available on the ribbon at the top, including the Share option.*

On the top menu, click **Share**.

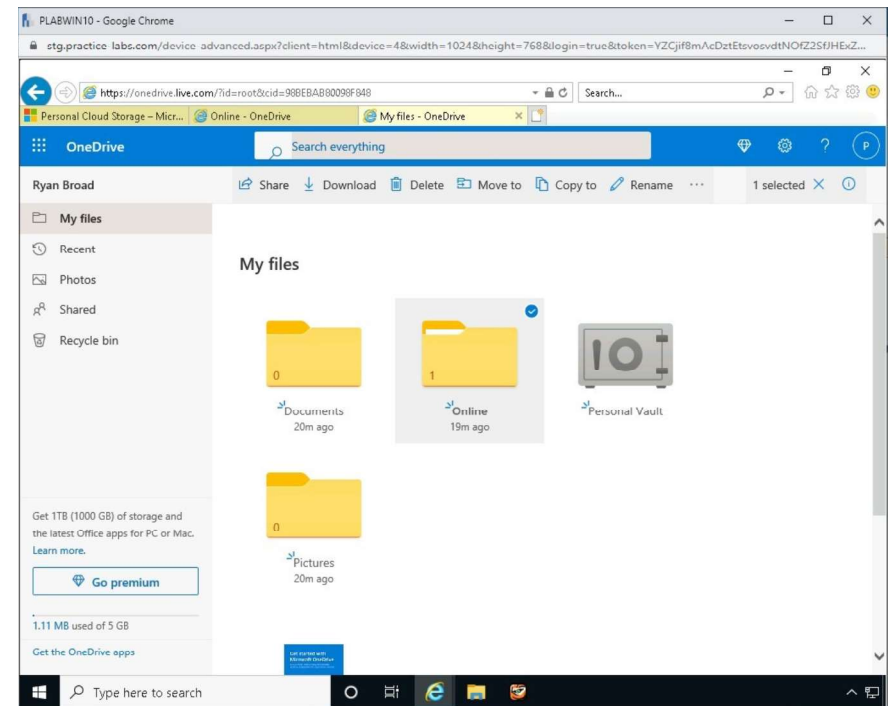


Figure 2.1 Screenshot of your computer desktop: Share menu-option is highlighted while the required folder is selected on the Files tab.

#### Step 2

The **Send Link** window opens. **Online** is the name of the folder selected to share.

*Note: If you are prompted to Go Premium, please close the popup.*

On the **Send Link** window, you can choose among the following:

- Get a link to copy and paste into an email or an instant message to send to

friends.

- Specify an email address to which the share invitation will be sent.
- Add a message to accompany the share invitation.

To explore further, click the **Anyone with the link can edit** button.

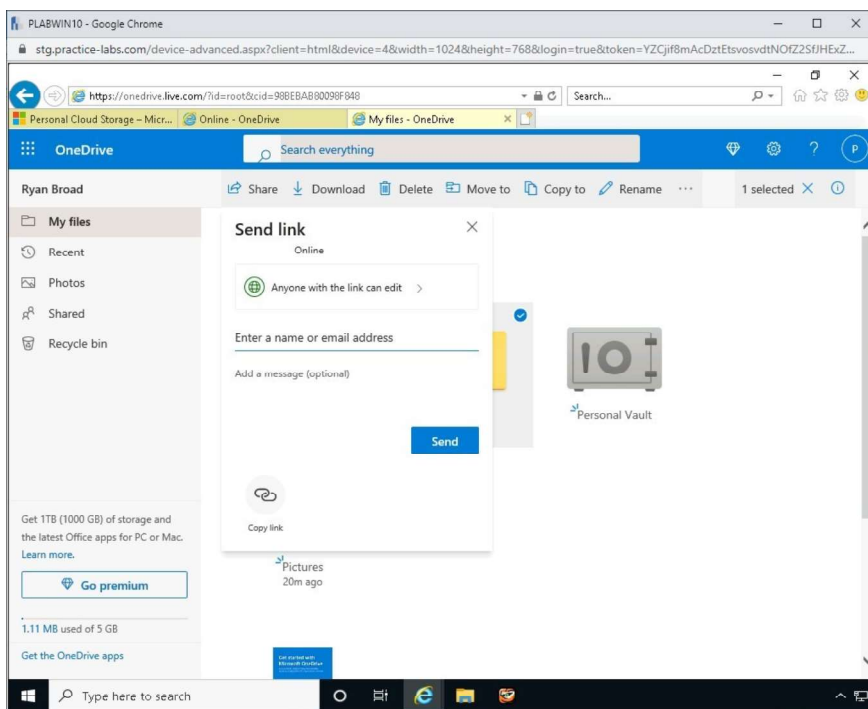


Figure 2.2 Screenshot of your computer desktop: Send Link dialog box is displayed.

### Step 3

Notice the **Link settings** window appears.

*Note: **Online** is the name of the folder selected to share.*

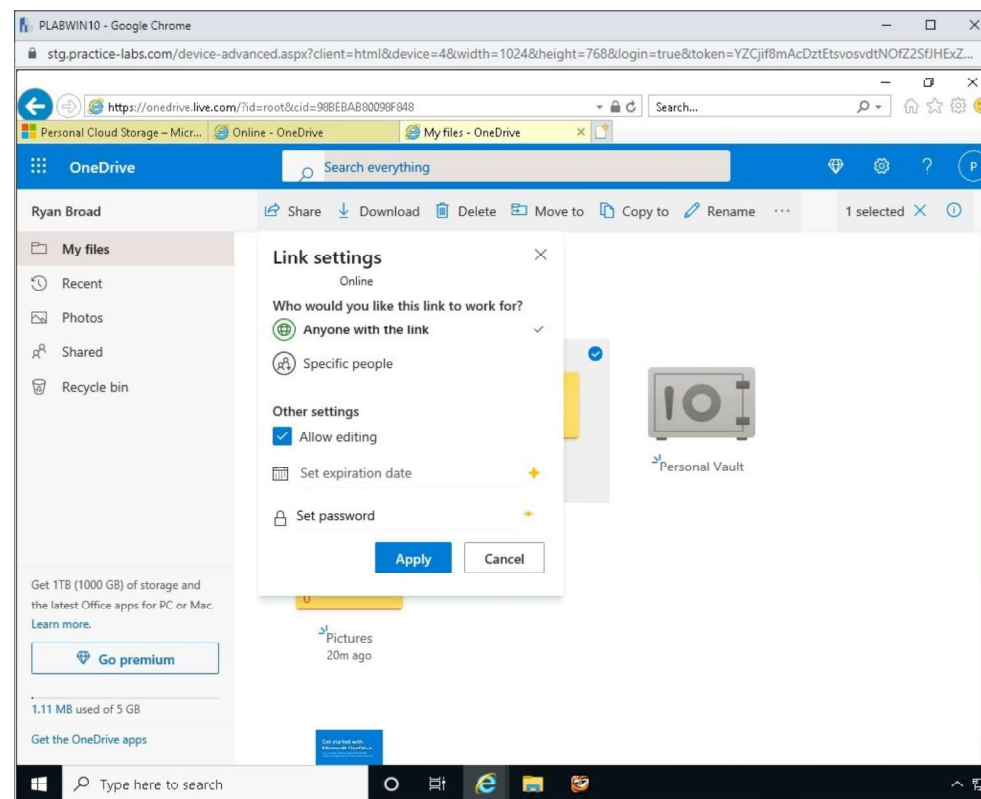
You can further configure the share using the available settings:

- You can apply the settings for anyone with the link or for specific people.
- Specify if the person you share with will be able to edit files in the folder.
- You can set an expiration date for the access you provide. This is a premium

feature and must be paid for.

- You can set password protected sharing. This is again a premium feature .

Once you are done, click **Apply** to apply the settings and revert to the **Send Link** window.



### Step 4

Back on the **Send Link** dialog box, click the **Copy Link** icon at the bottom of the **Send Link** window.

The link to the selected folder is now copied.

Click the **Anyone with the link can edit** option.

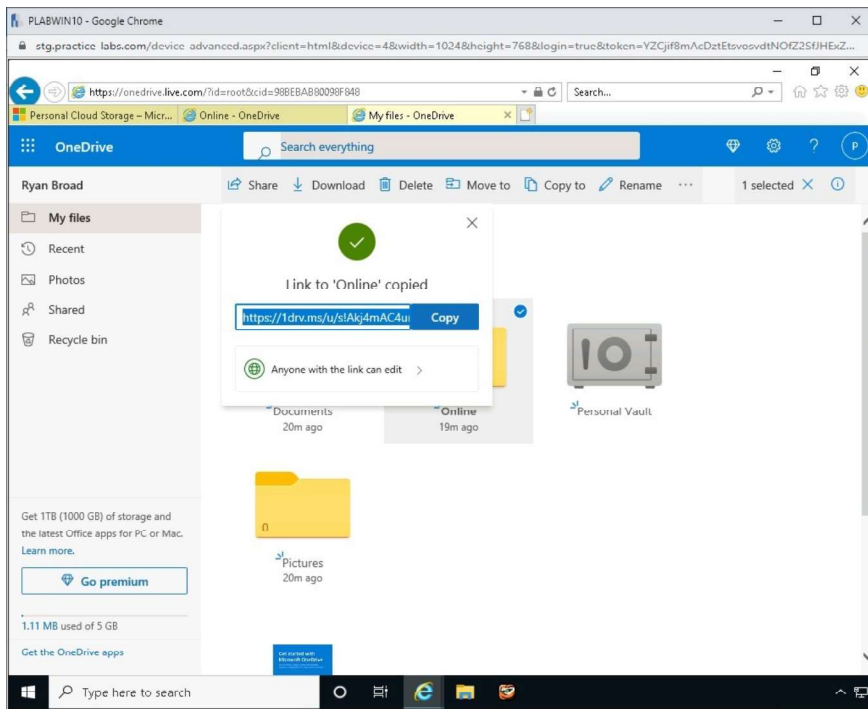


Figure 2.4 Screenshot of your computer desktop: Link copied dialog box is displayed.

## Step 5

You are navigated back to the **Link settings** window.

Click **Apply**.

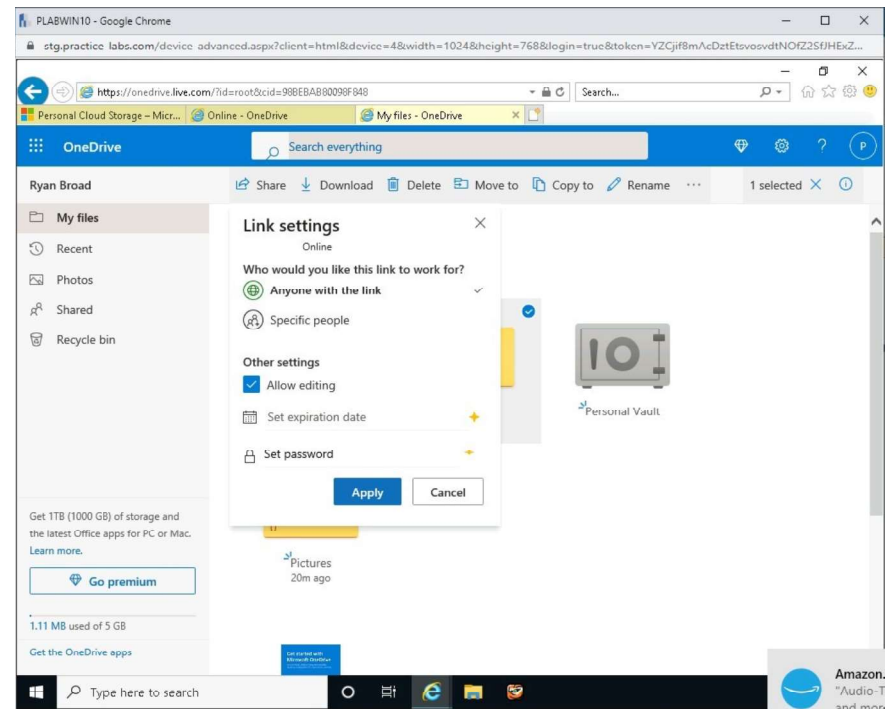
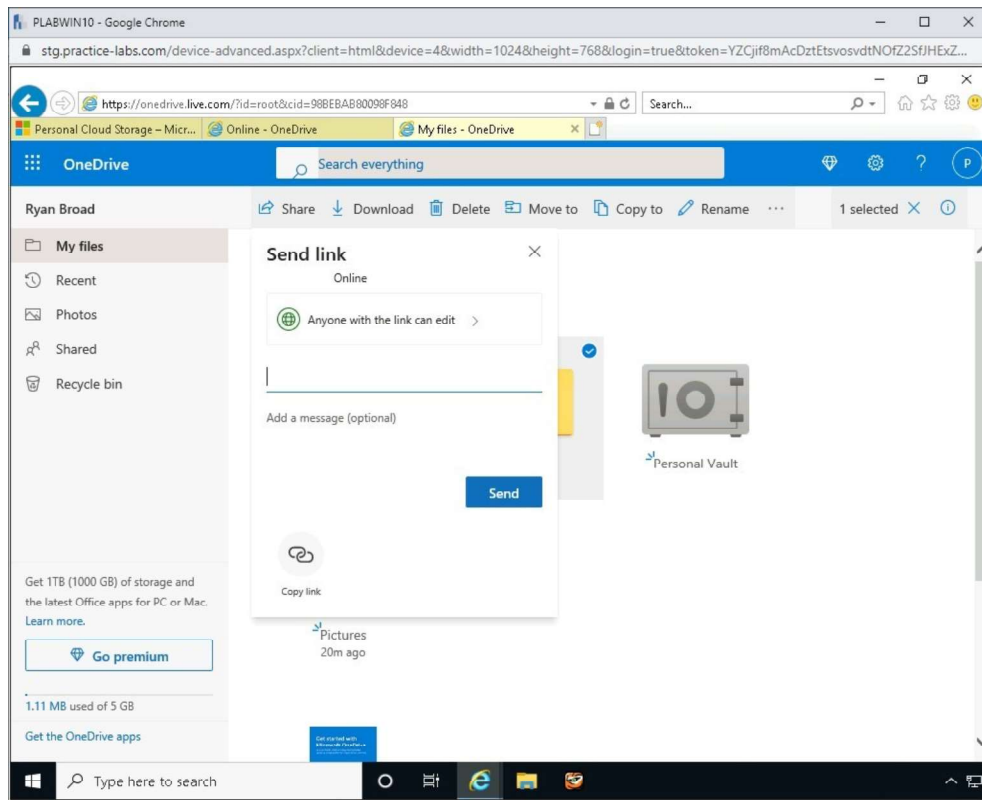


Figure 2.5 Screenshot of your computer desktop: Apply button on the Link settings dialog box is highlighted.

## Step 6

Back on the **Send Link** dialog box, you can share the link by entering the name or the email address and clicking the **Send** button.

*Note: You can first mention the name or the email address and then copy the link and click Send.*



## Step 7

Close the **Send Link** dialog box to reach the **OneDrive** interface.

Notice that the **Online** folder now supports an icon indicating the folder is shared.

To exit OneDrive, click on your account name at the top-right corner of the window and choose **Sign out**.

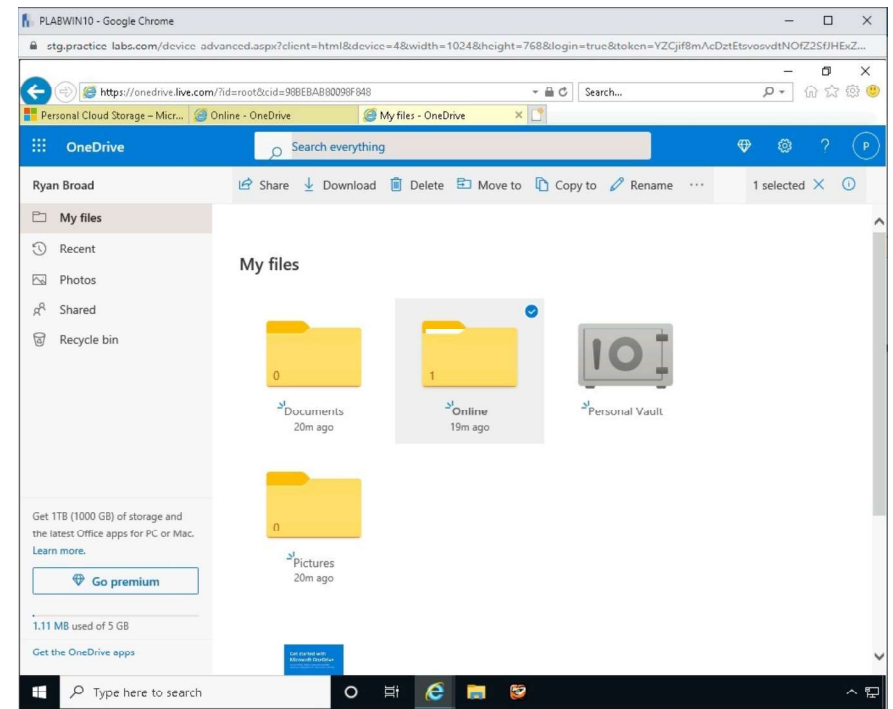


Figure 2.7 Screenshot of your computer desktop: The shared folder is now marked with the relevant icon.

Keep all devices that you have powered on in their current state and proceed to the next exercise.