

# GSD. OneDrive - Change Permission Level of Shared OneDrive Files and Folders

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**Category:** {'link':

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General Information:

Possible symptoms/errors:

User wants to know how to Change Permission Level of Shared OneDrive Files and Folders

Alternative names of the system:

Permission Level

IMPORTANT NOTICE:

N/A

Solution:

User can use OneDrive to share photos, Microsoft Office documents, other files and entire folders with people. The files or folders that they store in OneDrive are private until they decided to share them and they can stop sharing them any time. Below is the process on how to manage permission for files and folders in OneDrive.

Details:

Advise user to go to Office Portal Online and select the OneDrive icon.

In OneDrive window, user must click Shared.

Inform user to select Shared by me to see the list of documents that were shared by them.

Advise user to select the file they would like to change the permission with and to click Show actions then to select Manage Access.

Under Manage Access, user can select the following:

Stop sharing: to entirely stop sharing the file or folder.

User must click on Stop sharing. In the prompt window, advise them to select Stop Sharing.

Delete a Sharing link.

User must click the ... next to the link. Advise them to click the X next to the link to remove it. In the prompt window asking if they are sure they want to delete the link, they must click Delete link.

Stop Sharing with Specific People.

Advise user to expand the list under a specific people link by clicking the dropdown arrow. User must click the X to remove someone. In the prompt window, inform them to click Remove.

Changing permissions or stop sharing with someone who has direct access.

Under Direct Access, advise user to click the down arrow next to the person's name and to choose the option that they want.

Can edit Can view Stop sharing

In case user would like to select other options in the permission level, they must click Advanced.

It will open up a new window, advise them to select the name of the person they need to edit permission level then to click Edit User Permissions on the top.

User can select more than one type of permission level to the user. Once done, they must click OK.

Assignment Group:

3rd Party e-mail address: One365Support@freseniusmedicalcare.com

Ticket Creation:

Template: N/A Categorization:

Configuration Item: N/A Category: N/A Subcategory: N/A

Important Links:

Office Portal Online: <https://portal.office.com/>