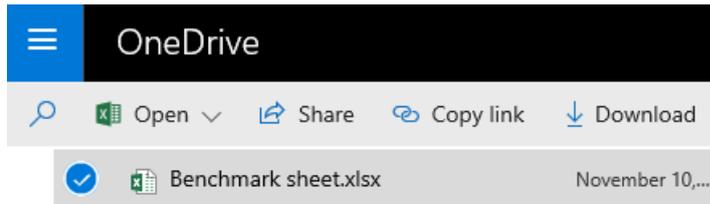


# Share files and folders with OneDrive for Business

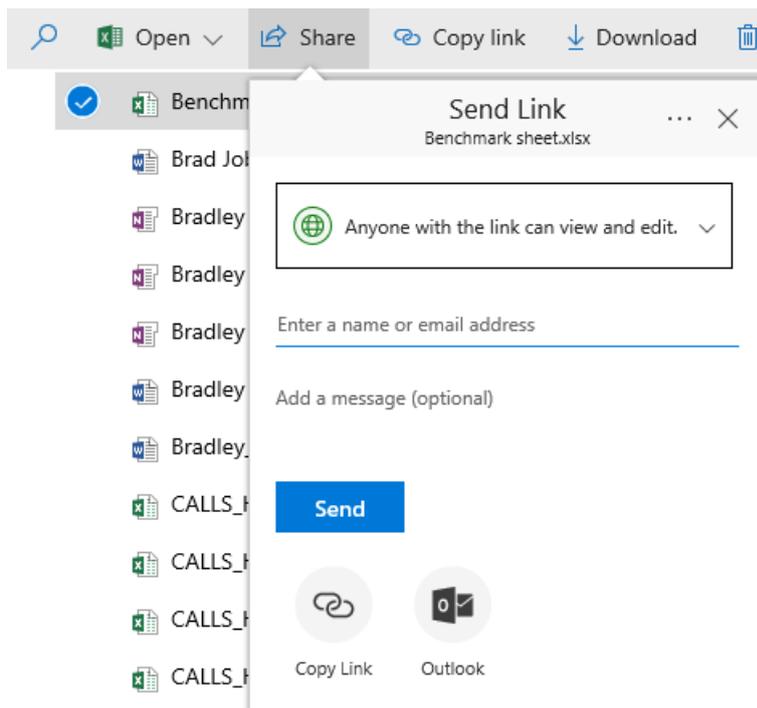
You can use OneDrive for Business to share photos, Microsoft Office documents, other files, and entire folders with people. The files and folders you store in OneDrive are private until you decide to share them and you can [stop sharing](#) at any time.

After you sign in with your work or school account on the [Office Portal](#), here is how you share files or folders:

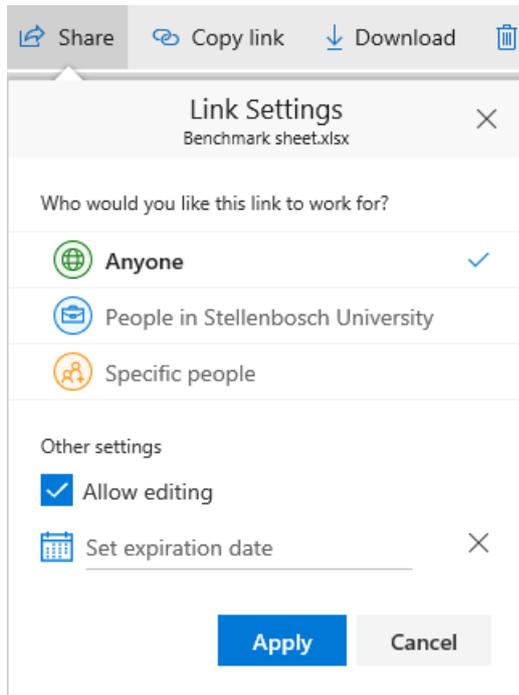
1. Go to the [OneDrive website](#) and sign in with your work or school account.
2. Select the file or folder you want to share, and then select **Share**.



3. Enter the names of the people you want to share with and a message, if you want.
4. The text above the names you enter tells you what type of link people will get. For Example: **Anyone with this link can edit this item.**



5. (Optional) Click the text to change the type of link. The Details pane opens, where you can change who can access the link and whether people can edit the objects, you are sharing.

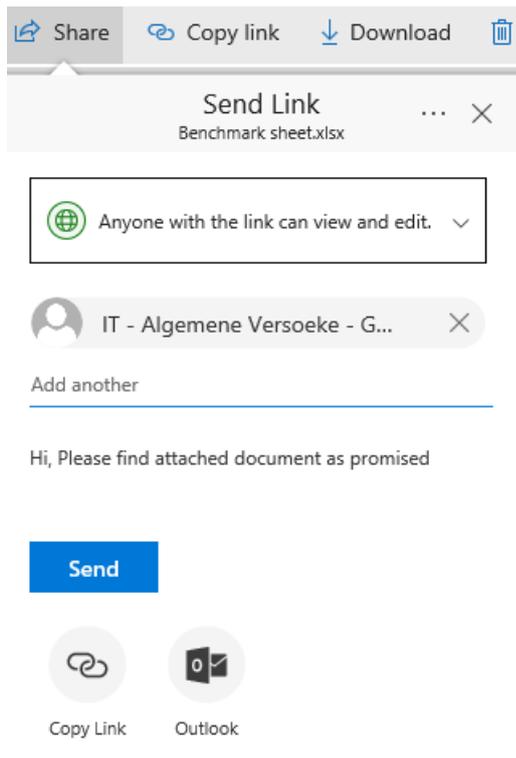


Options for: **Who would you like this link to work for** (Options vary based on admin settings):

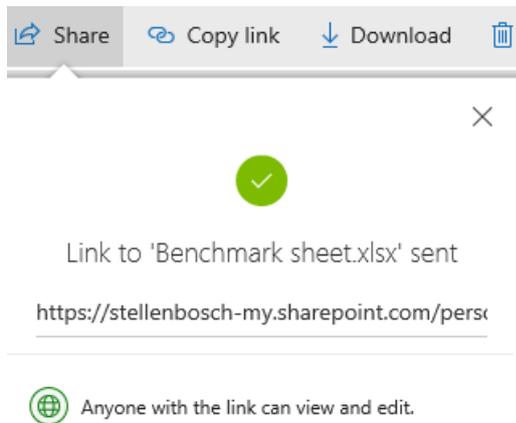
- **Anyone** gives access to anyone who receives this link, whether it is received directly from you or forwarded from somebody else. This may include people outside of your organization.
- **People in Stellenbosch University** gives everyone in your organization access to the link, whether they receive it directly from you or forwarded from someone else.
- **Specific people** gives access only to the people you specify, although other people not specified may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.

**Allow editing** is active by default. If you want people only **View** your files, uncheck the box.

6. (Optional) After you choose the options you want, click **Apply** to close the Details pane and go back to the **Share** dialog box.



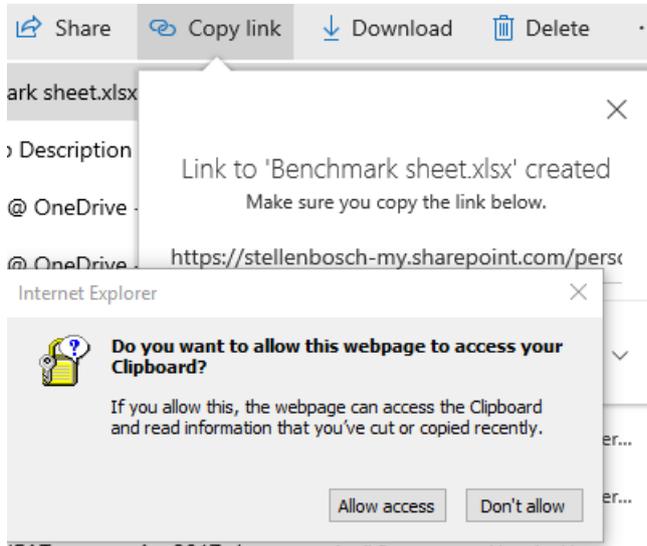
7. When you are ready, click **Send**.



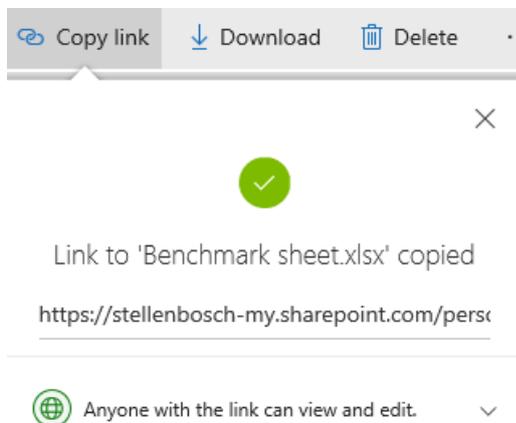
## Get a link to a file or folder that you can copy

Another way to share is to get a link to a file or folder that you can copy and paste in a text message or on a website. People you share these links with can also forward your link to others.

1. In your OneDrive, click **Get link**. If prompted, click **Allow Access**



2. The bottom text tells you what type of link people will get. Example: **Anyone with this link can view and edit**.



3. (Optional) Click the bottom text to change the type of link. The Link Settings will open. This is where you can change who can access the link and whether people can edit what you are sharing.

Link Settings ×

Benchmark sheet.xlsx

Who would you like this link to work for?

 **Anyone** ✓

 People in Stellenbosch University

 Specific people

Other settings

Allow editing

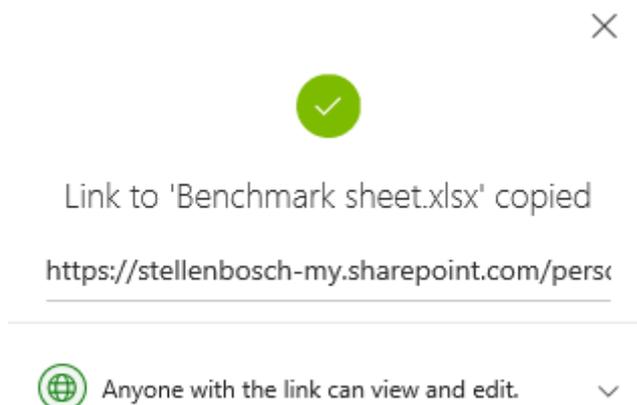
 Set expiration date ×

Option for: **Who would you like this link to work for** (Options vary based on admin settings):

- **Anyone** gives access to anyone who receives this link, whether they receive it directly from you or from somebody else. This may include people outside of your organization.
- **People in Stellenbosch University** gives everyone in your organization access to the link, whether received directly from you or from someone else.
- **Specific people** gives access only to the people you specify, although other people may already have access. If people forward the link, only people who already have access to the item will be able to use the link.

**Allow editing** is active by default. If you want people only **View** your files, uncheck the box.

4. (Optional) After you choose the options you want, click **Apply** to close Link Settings and go back to the **Share** dialog box.
5. The link automatically copies to your clipboard. If not you still have the option to copy the link manually.



- Paste the link (Ctrl+V) to wherever you want, such as a text message or on a website.

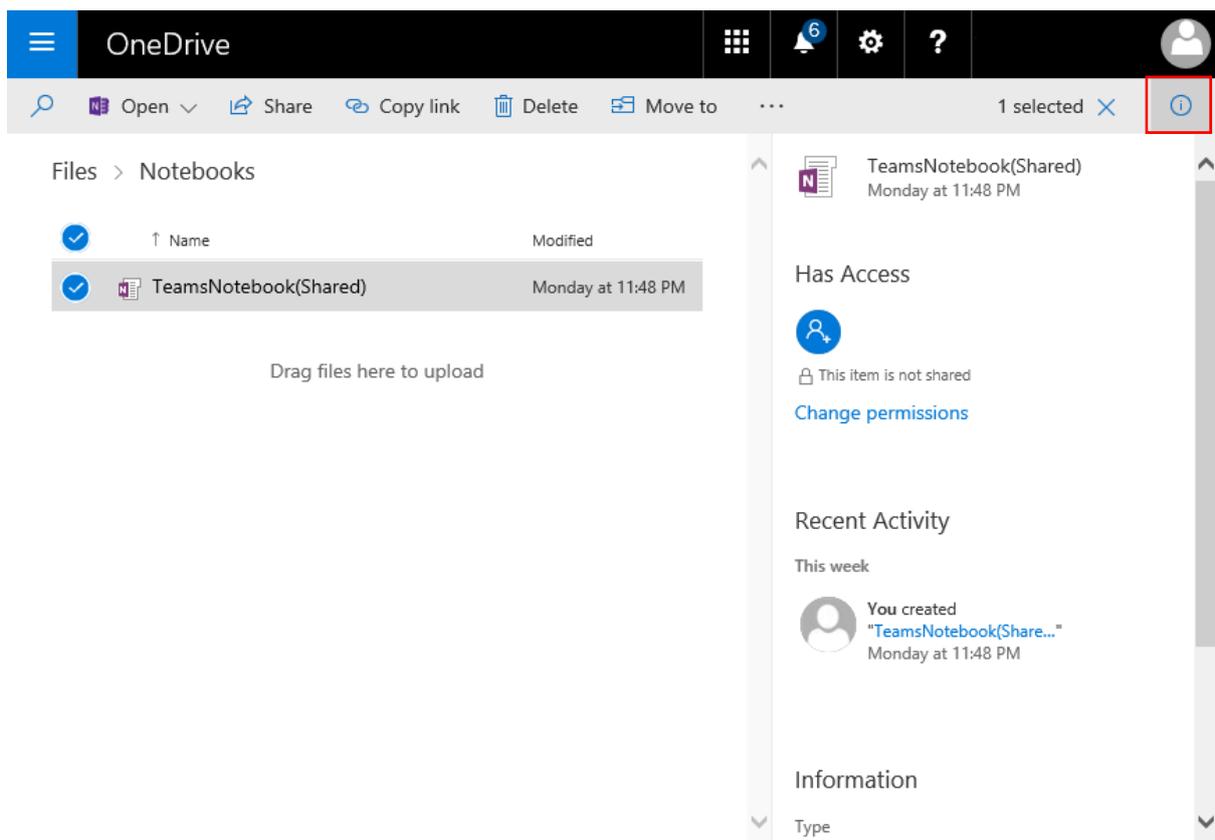
#### NOTES:

- The permission granted by a sharing link lasts only as long as the link exists. For example, when a link is disabled or access revoked (though people may still have access to the file via other means).
- When selecting **Allow editing**: After they sign in, people in your organization can edit, copy, or download the files. When unselecting **Allow editing**, people in your organization can view, and may be able to copy or download the files.
- You may be able to share files with external users (people not on your network) by inviting them as “Guests,” or by creating and posting guest links. These links are available by default in Office 365, but administrators can disable external sharing for your sites. For details, see [Share sites or documents with people outside your organization](#).
- Site administrators can restrict sharing so that only owners can share files and sites. For information about an admin can enable sharing links, see [Video: Share a site without access request](#).

## Add people to a file or folder

One more way to share is by adding people to the file or folder.

- In your OneDrive, select the file or folder you want to add people to, and then click the **Information** icon.



2. Scroll down to the **Has Access** section, expand it, and then click **Add people** icon.

## Has Access



🔒 This item is not shared

[Change permissions](#)

3. In the **Share** dialog box, enter the names of people you want to add, choose whether people **Can edit** or **Can view**, and type a message if you want.

✕

### Share 'TeamsNotebook(Shared)'

Shared with < @sun.ac.za >

**Invite people**

Get a link

Shared with

Can edit ▼

Add a message here

Require sign-in  
 Send an email invitation

Share

4. Click **Share**.