

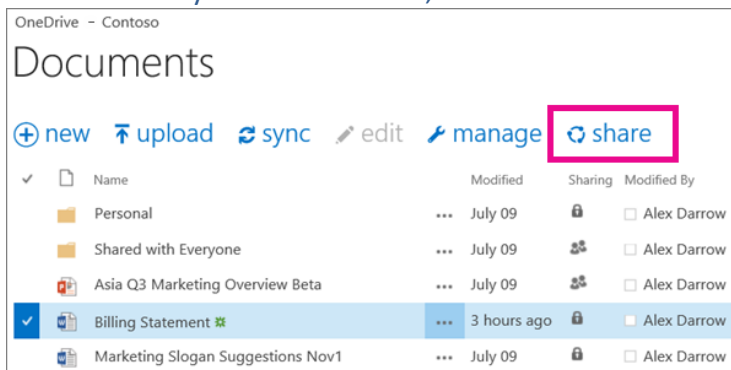
Share documents or folders in OneDrive for Business

Procedures for sharing documents and folders store in OneDrive for Business

Sharing with people inside your organization

1

1. Go to OneDrive for Business or the site library that has the document or folder you want to share.
2. Select the file you want to share, and then select Share



3. In the Share dialog box on the Invite People tab, type names or email addresses of people you want to share the document or folder with.
4. Select a permission setting

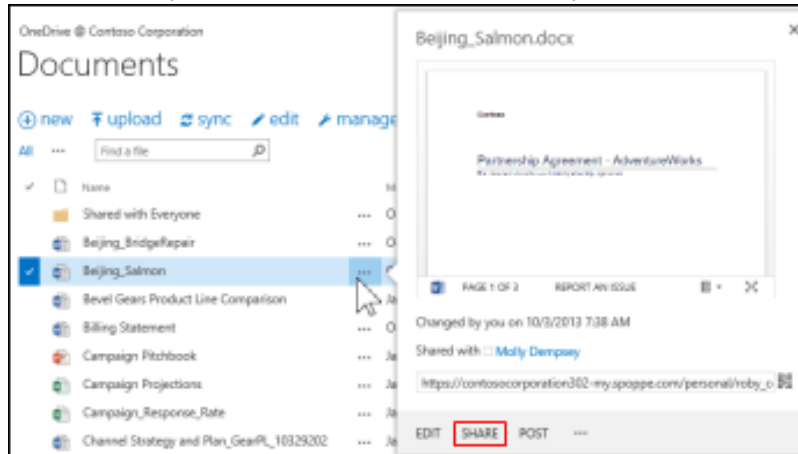


5. If you want, type a message to be included with an email that's sent to all invitees. The email includes a link to the shared document.
6. If you don't want to send an email, click Show Options, and then uncheck Send an email invitation.

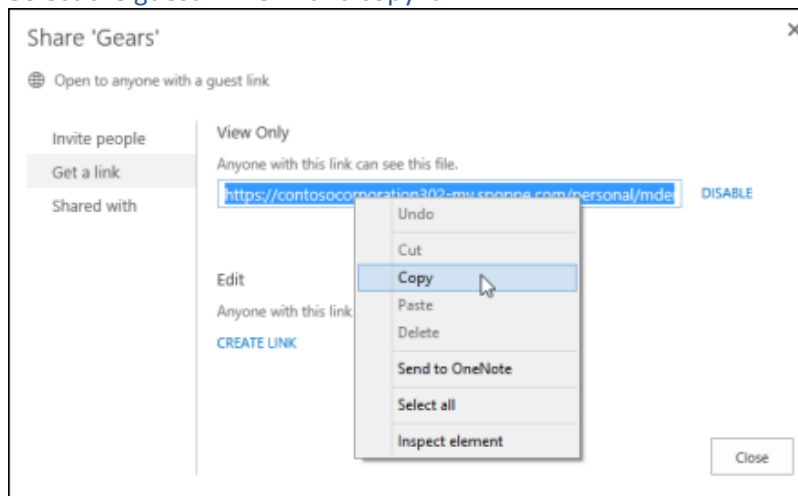
Sharing with people outside your organization

2

1. Go to OneDrive for Business or the site library that has the document or folder you want to share.
2. Select the ellipses ... next to the document to open its callout window and then select Share



3. In the Share dialog box, select Get a link.
4. Select Create Link for the type of permission you want to grant: view only or edit permissions. A guest link URL is created.
5. Select the guest link URL and copy it.



6. You can now paste the guest link URL into the media of your choice.