

Sharing Files

Last Modified on 19/02/2016 3:52 pm GMT

OneDrive for Business - Sharing

Sharing Files

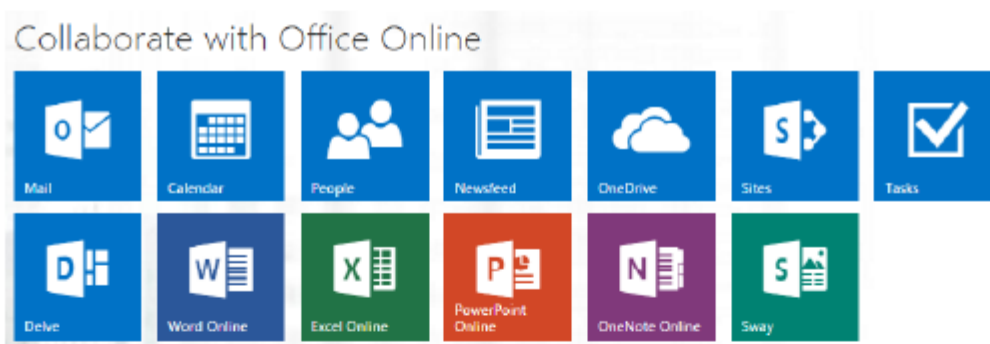
1. Log in to the [Office 365 Portal](#) entering your Office 365 credentials.

Work or school account

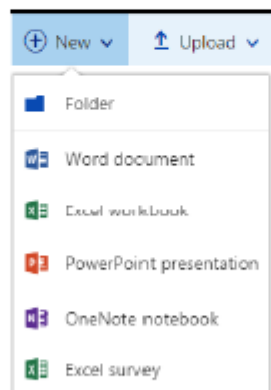
Keep me signed in

Sign in

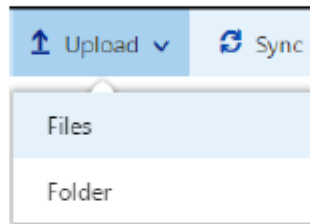
2. In the list of applications, select OneDrive.



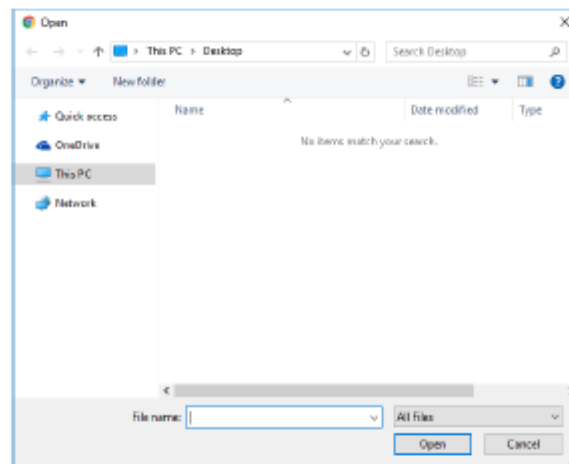
3. If you want to create a new Office document, select New and then choose the type of Office document that you would like to create.




4. To upload a file, select Upload and then select Files.



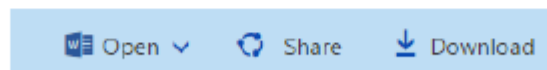
5. Use the Explorer window to find and select the files that you want to upload.



6. Select the file by putting your mouse over it and selecting the circle with a tick inside.

✓	Name	↑	Modified	Modified By	File Size
✓	 Document.docx	***	A few seconds ...	User 01	10.85 KB

7. Select Share.



8. Enter the name or email address of the people you would like to share the file with and then select them from the list of results.


user 02 Can edit ▼

 User 02 (optional),

Require sign-in

Share

9. To change the permission level, select the dropdown box and choose either Can Edit or Can View to set the permissions accordingly.

 User 02 x Can edit ▼

Can edit


Can view

Include a personal message with this invitation (Optional).

Require sign-in

Share

10. Enter a personal message if required, select Require Sign-In and then select Share.

 User 02 x Can edit ▼

Hello User 02,
I'd like to share this document with you.

Require sign-in

Share

11. The file will update in OneDrive for Business to show who you are sharing it with.

	Name	Modified	Modified By	File Size	Sharing
	Document.docx	*** 12 minutes ago	User 01	10.85 KB	 User 02

12. If you have a document shared with you, this will only be accessible in OneDrive for Business online. To access the document through the OneDrive for Business desktop app, see below.