

Sharing Folders

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

Sharing Folders

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

Work or school account

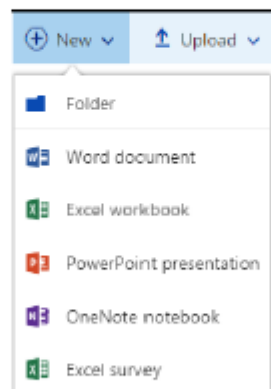
Keep me signed in

Sign in

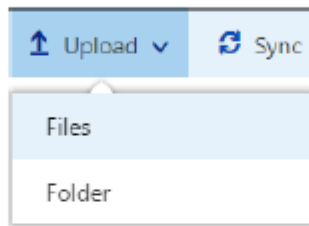
2. In the list of applications, select OneDrive.



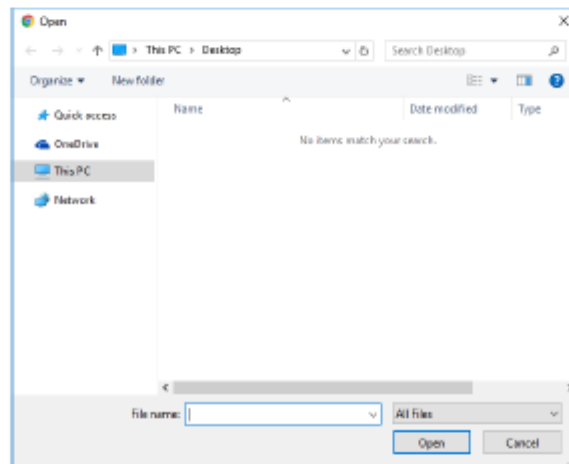
3. If you want to create a new folder, select New and then select Folder.



- To upload a folder, select **Upload** and then select **Folder**.



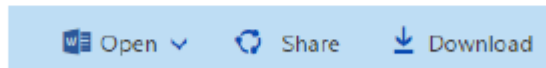
- Use the Explorer window to find and select the folders that you want to upload.



- Select the folder 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

- 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).

Share everything in this folder, even items with unique permissions.

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).

Share everything in this folder, even items with unique permissions.

Share

10. Enter a personal message if required, select **Share everything in this folder, even items with unique permissions** and then select **Share**.



 User 02 × Can edit ▼

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

Share everything in this folder, even items with unique permissions.

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
	 Folder	...	5 minutes ago	User 01		 User 02

12. To synchronise a folder that someone has shared with you, log in to the [Office 365 Portal](#) entering your Office 365 credentials.

Work or school account

Keep me signed in

Sign in

13. In the list of applications, select OneDrive.



14. Select Shared with Me from the right hand side.

^ User 02

Files

Recent

Shared with me

Recycle bin

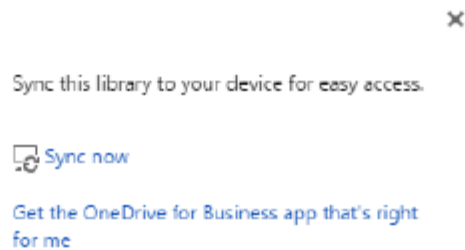
15. Enter the folder by selecting the name of it, it will open in a separate tab.

✓	Name	Modified	↓	Modified By
●	 Folder	...	1/26/2016	User 01

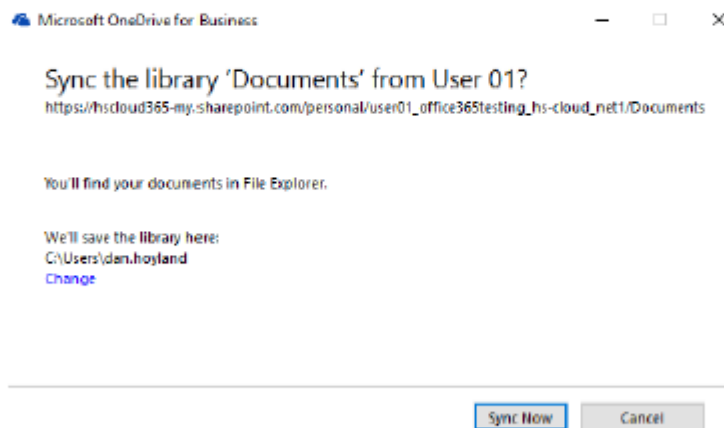
16. Select Sync.



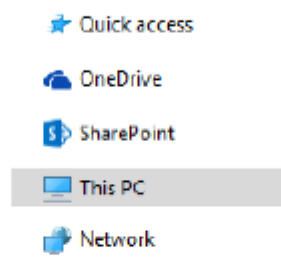
17. Select Sync now.



18. OneDrive for Business will start, it will display the library and URL that you are syncing and the location the data will be saved to on your computer. Select Sync now.



19. Open Explorer and in the left hand navigation pane select SharePoint.



20. The synchronised folder will show here.