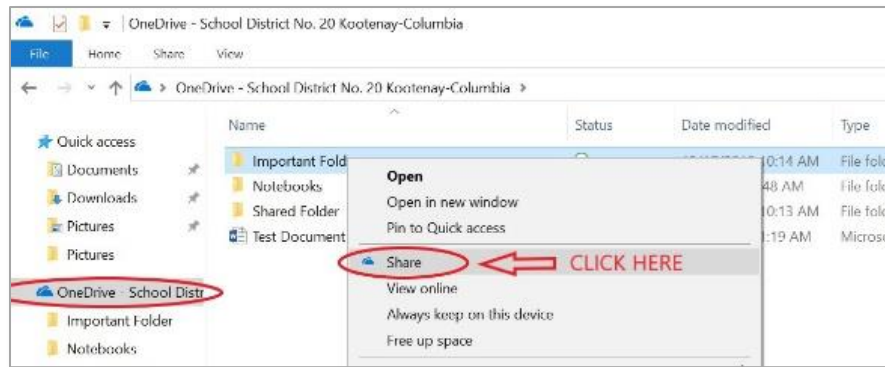


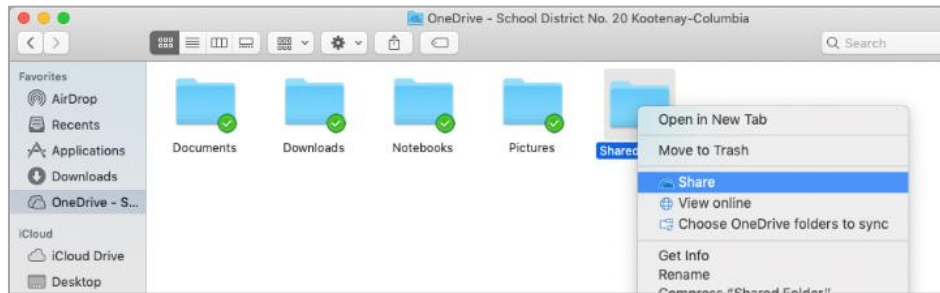
OneDrive: How to share a folder with another person

- 1.) Open File Explorer on  Windows or open Finder  on Mac. Click on OneDrive which along the left hand coloumn. Right-click on the folder that you would like to share then click "  Share"

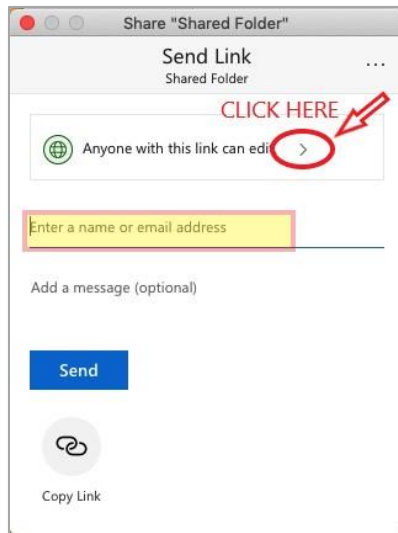
WINDOWS



MacOS



- 2.) Enter the names of the people or groups you want to share with and a message, if you want. Click the dropdown list to change the type of link.



- 3.) The Details pane opens, where you can change who can access the link and whether people can edit the item you're sharing. Select **Specific People**. This gives access only to the people you specify, although other people 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.

By default, **Allow editing** is turned on. If you want people to only view your files, uncheck the check box.

When you're done, click **Apply**.

When you're ready to send the link, click **Send**.

- 4.) You can use OneDrive 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.