

# How to share a file in OneDrive

## What is OneDrive ?

According to Microsoft website, “OneDrive is your storage place” which comes with a few features for the users. Out of which one is sharing files, documents, photos and collaborate in the Microsoft Office.

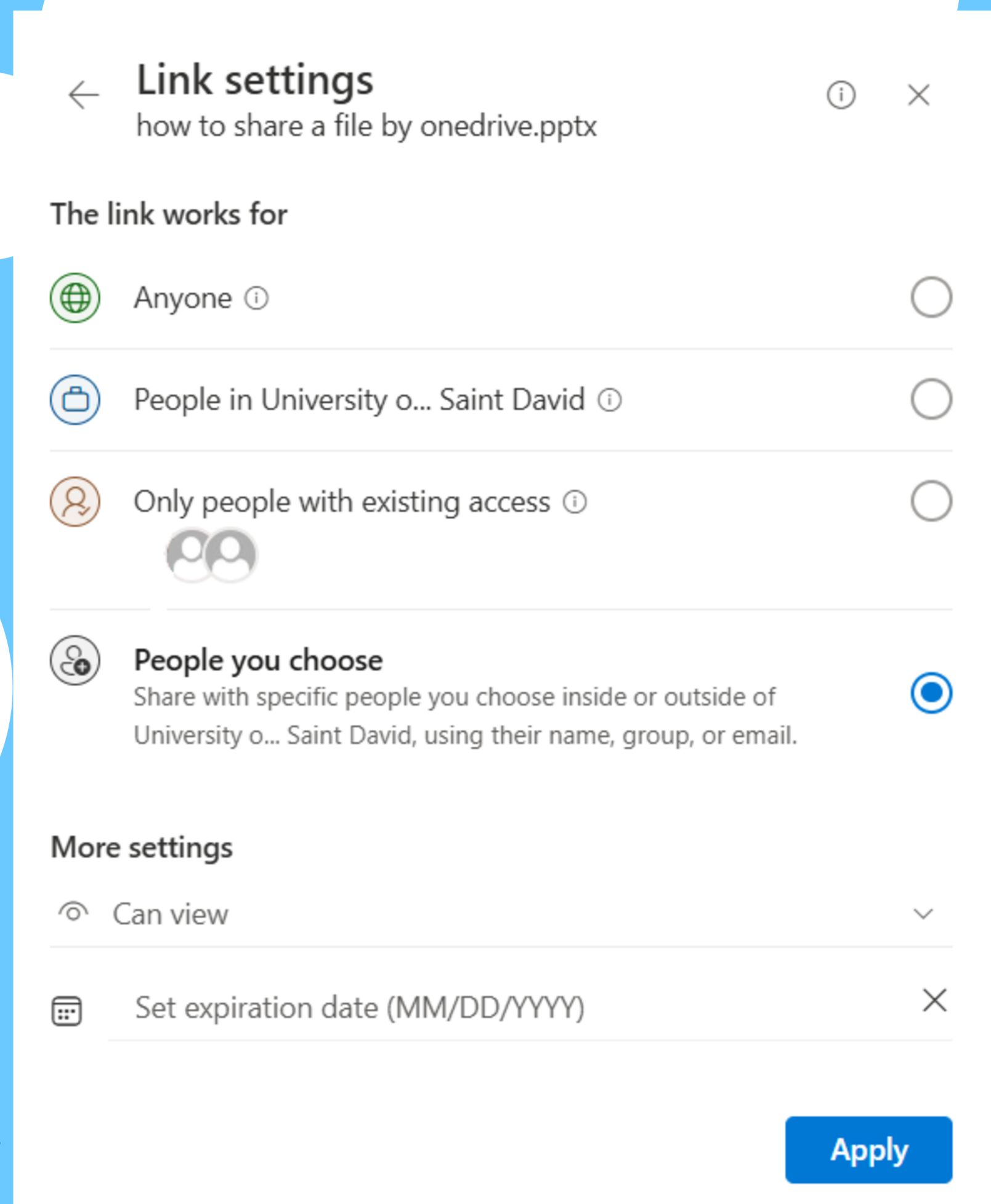
## Share with “Copy Link”

1. Attached to the file you want to send you should find a share button, press it. 
2. Press copy link.
3. In order to change the link permissions you will need to find the gear icon,  which will give you the following options: anyone, people in your organization with the link, people with existing access and specific people.
4. Other settings will give you the options: allow editing, block download, set expiration date, set password, open in review mode only.
5. Once you selected your preferences just press apply, copy and send.

### Bibliography:

<https://support.microsoft.com/en-us/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07>

<https://support.microsoft.com/en-us/office/video-what-is-onedrive-personal-a7707a86-7a07-4147-839a-40928b7f1d2c>



The screenshot shows the 'Link settings' dialog for a file named 'how to share a file by onedrive.pptx'. It includes options for who the link works for (Anyone, People in University o... Saint David, Only people with existing access, People you choose) and more settings like 'Can view' and 'Set expiration date (MM/DD/YYYY)'. An 'Apply' button is at the bottom right.

| Link settings                                                                                                              |                                                               |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| how to share a file by onedrive.pptx                                                                                       |                                                               |
| The link works for                                                                                                         |                                                               |
|                                       | Anyone ⓘ <input type="radio"/>                                |
|                                       | People in University o... Saint David ⓘ <input type="radio"/> |
|                                       | Only people with existing access ⓘ <input type="radio"/>      |
|                                       | People you choose <input checked="" type="radio"/>            |
| Share with specific people you choose inside or outside of University o... Saint David, using their name, group, or email. |                                                               |
| More settings                                                                                                              |                                                               |
|                                       | Can view <input type="checkbox"/>                             |
|                                       | Set expiration date (MM/DD/YYYY) <input type="text"/>         |
| <input type="button" value="Apply"/>                                                                                       |                                                               |

Student name: Vasile Hodinescu

Student Id: 2437120

Group 1

Teacher: Gregory Cowan

Course: Digital Skills