

Share files and folders in OneDrive ^[1]

February 11, 2021 by [UIS Communications](#) ^[2]

Now that your files are in OneDrive, you can control who can view or edit them. You can also work together with colleagues at the same time on files.

One way to share your file is by sending a link. You can do this from within the document, or from the folder.

- Once you have a document open, click **File** then click **Share**.
- Select **Share with People**.
- From here, you can either enter the email address to send the link or copy the link and send it to the individual to share the file.
- To change permissions, press the arrow at the top to change the audience. This will open a new set of selections. To give editing permissions, select **Allow Editing** (if Allow editing is NOT selected, only viewing permission is given). Press **Apply** and your changes have been made.

There is more than one way to share a file or photo. [Learn more ways to share files through OneDrive here](#) ^[3].

Not currently on OneDrive? [Please contact Service Desk immediately](#) ^[4].

[computer help](#) ^[5], [security](#) ^[6]

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