

Share OneDrive Files

IMPORTANT: Not all files or information should be shared! See *"Sharing Criteria"* on page 3, below

Share Files

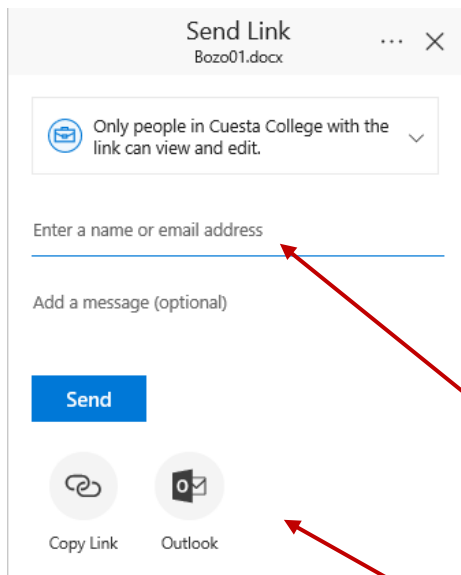
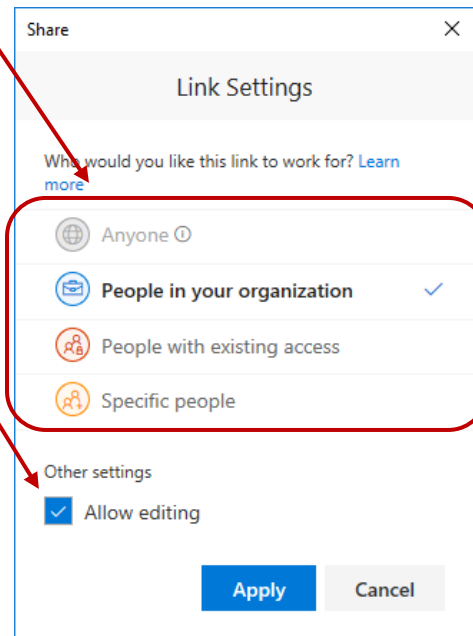
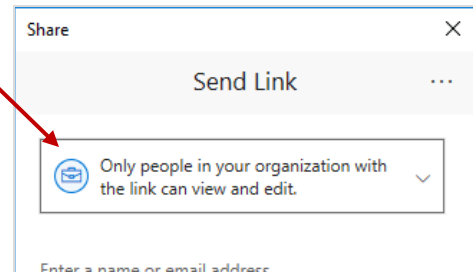
1. Do one of the following:
 - a. Log into [Office 365](#) and select **OneDrive**.
 - b. Right-click on file to share, and select **Share** from the shortcut menu.
Optional: Click the selection icon to the file's right and click Share on the toolbar.
- a. Open a file in an MS-Office application (i.e. Word, Excel or PowerPoint).
- b. click **Share** on the Ribbon (upper-right).



The Send Link dialog will appear.

2. Click the dropdown to select who is being given access. *Link Settings will display.*
3. Select the desired recipients:
 - **"People in your organization"** (any Cuesta employee) with link can view, or edit if "Allow editing" is selected
 - **"Specific people"** only can view, or edit if "Allow editing" is selected
4. If desired, select the **Allow editing** checkbox.
5. Click **Apply**.

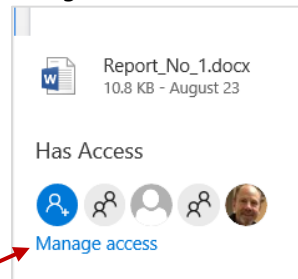
The Send Link screen will redisplay.


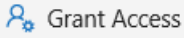


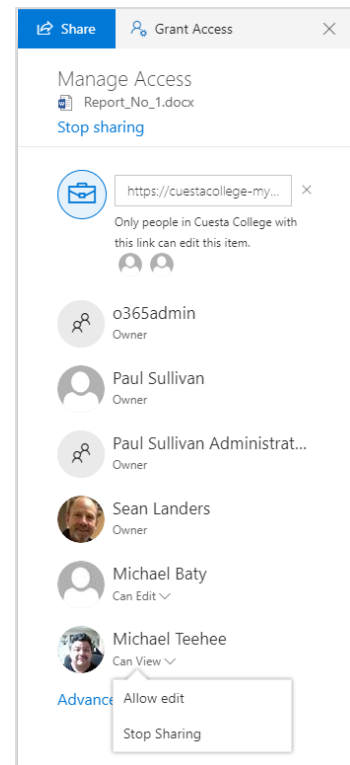
6. Enter name or email of person(s) with whom sharing.
7. If desired, add a message.
8. Do one of the following:
 - Click **Send** to send link to recipient.
 - Click **Copy Link** to paste link at later time.
 - Click **Outlook** to edit e-mail w/link before sending.

Manage Access

1. Log into [Office 365](#) and select **OneDrive**.
2. Right-click on the shared file, and select **Details** from the shortcut menu.
A Properties pane will open on the right.

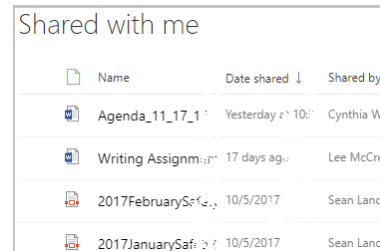
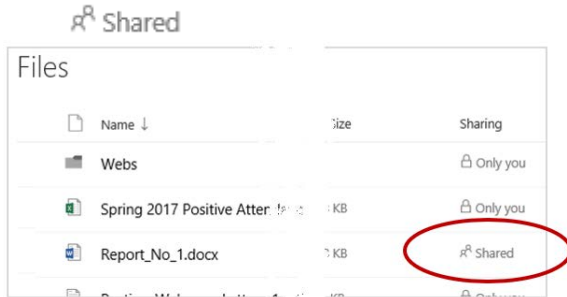


3. Click **Manage access** under the heading “Has Access”.
The right pane will display the file’s sharing status.
4. Do one of more of the following:
 - Click **Share** to open the Send Link dialog.  **Share**
(See “Share Files” above)
 - Click **Grant Access** to allow access via OneDrive.
 **Grant Access**
 - Click **Can View** (under user name) and select either “Allow edit” or “Stop Sharing”.
 - Click **Can Edit** (under user name) and select either “Change to view only” or “Stop Sharing”.
 - Click the “X” to the right of a sharing type to remove that access (disabling the link). ✕
 - Click **Stop sharing** to remove *all* access to this file.
Stop sharing
5. Refresh the browser window to close the Details pane.



Access Shared Files

1. Log into [Office 365](#) and select **OneDrive**.
2. Perform one of the following:
 - a. Select **Files** (left pane).
A list of your files will be displayed.
 - b. Look in the “**Sharing**” column to determine if you have shared this file with others.
- a. Select **Shared with me** (left pane).
A list of files shared by or with you will display.



3. Click the filename to view/edit.

NOTE: You can also access a shared file by clicking on the emailed link to that file.

Sharing Criteria

Limit Sharing

Sharing files in OneDrive is best served when:

- One person is the owner of the file
- A small group is collaborating (editing) a file
- A larger group can only view the file

For sharing with large groups or if a document has multiple owners, submit a [work order](#) requesting a “SharePoint group”.

Protect PII (Personal Identification Information)

Files containing PII (Personal Identification Information) such as social security numbers, passwords, PINs, etc. should **never** be **shared**.

In fact, Information Technology recommends that files containing PII should **not** be **saved** to **OneDrive** to avoid accidental sharing.

Questions?

If you have questions regarding what information should be saved and/or shared, please contact IT (x3248).

Additional Resources

- [Share OneDrive files and folders](#)
- [Sharing files – Link Settings](#)
- [Sharing Features](#)
- [“People with existing access” explained](#)