Sharing a File or Folder from OneDrive (Internal JCCC)



1 Navigate to OneDrive (either via Explorer or online at Microsoft 365)

Click t	Click the share button here online or in the top ribbon in File Explorer				
• OneDri	ve				
底 SI	nare ⊂∋ Copy link 🛓 Download 🕫	Automate 🗸			
My f	iles > Documents				
	🗅 Name ~	Modified \downarrow \checkmark	Modified By $ \sim $	File size	
0	Folder with many files	🖻 🟠 2 minutes ago	Meredith Nelson	3 items	
	Sound Recordings	October 18	Meredith Nelson	1 item	
	OneNote Notebooks	July 18	Meredith Nelson	1 item	
	📒 Zoom	March 14	Meredith Nelson	0 items	
	📒 Custom Office Templates	February 21	Meredith Nelson	0 items	
	📒 Outlook Files	February 21	Meredith Nelson	0 items	
	📒 My Articulate Projects	February 20	Meredith Nelson	0 items	
	Adobe	February 20	Meredith Nelson	1 item	

3 Type and then select the person/people you want to share with



4 Click the chevron next to the eye to change from "View" to "Edit" if necessary

-	
Share "Folder with ma	any files" 🕸 … 🗵
🐣 📢 Farrell Jenab 🗙	
Add more	
🖄 Add a message	Can edit Make any changes
	✓

5 Add more people as needed or add a message if sending automatically

1.0	Share "Folder with many files"	×
	 Farrell Jenab × Ed Lovitt × Elaine Sinn × Add more 	
	Add a message	
	People you specify can view.	
	C Copy link	⇒ Send

Click "Copy Link" or "Send". Copy the link to add to a custom email or Send to generate an automated one.

Image: Blaine Sinn X Image: Sinn X Add more Image: Sinn X
Provide the second seco
People you specify can view.

6

7 To check all sharing permissions click the gear

