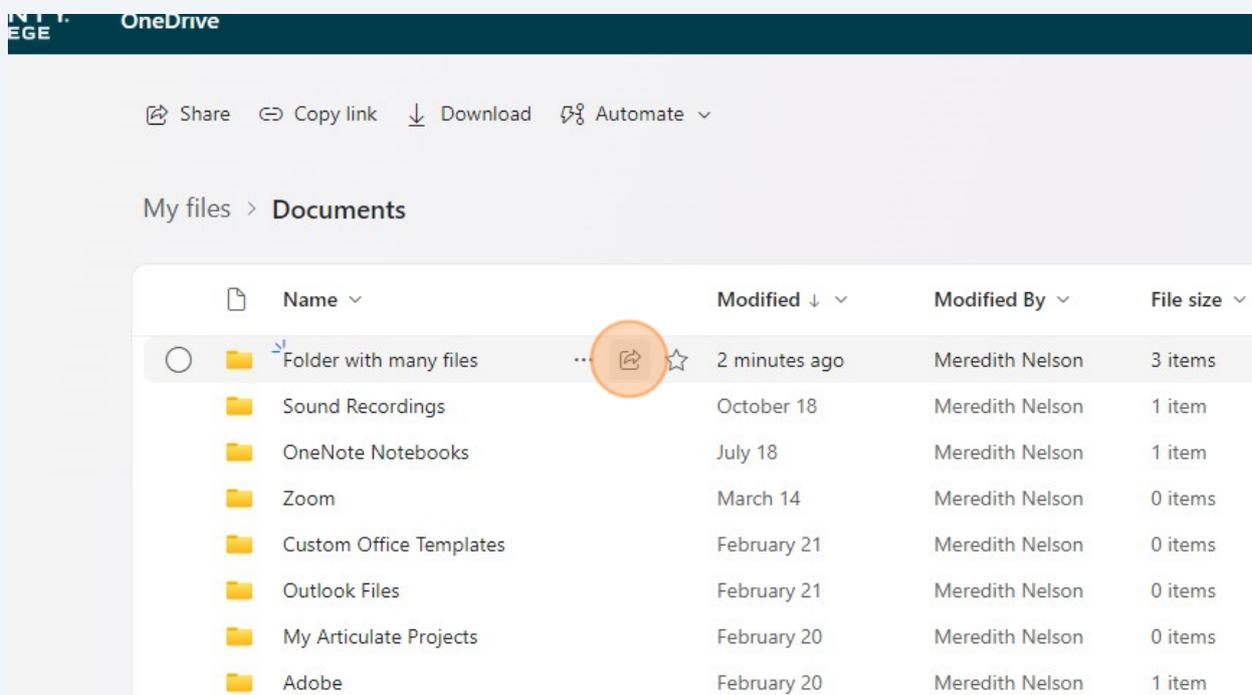


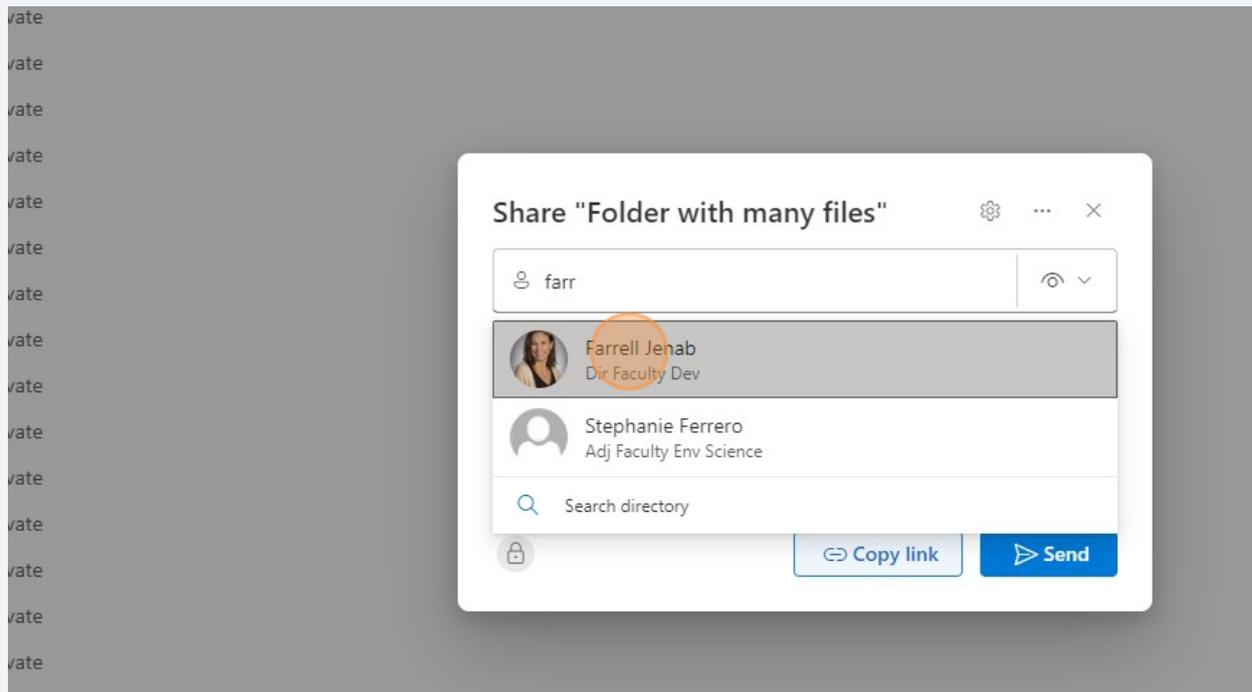
Sharing a File or Folder from OneDrive (Internal JCCC)

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

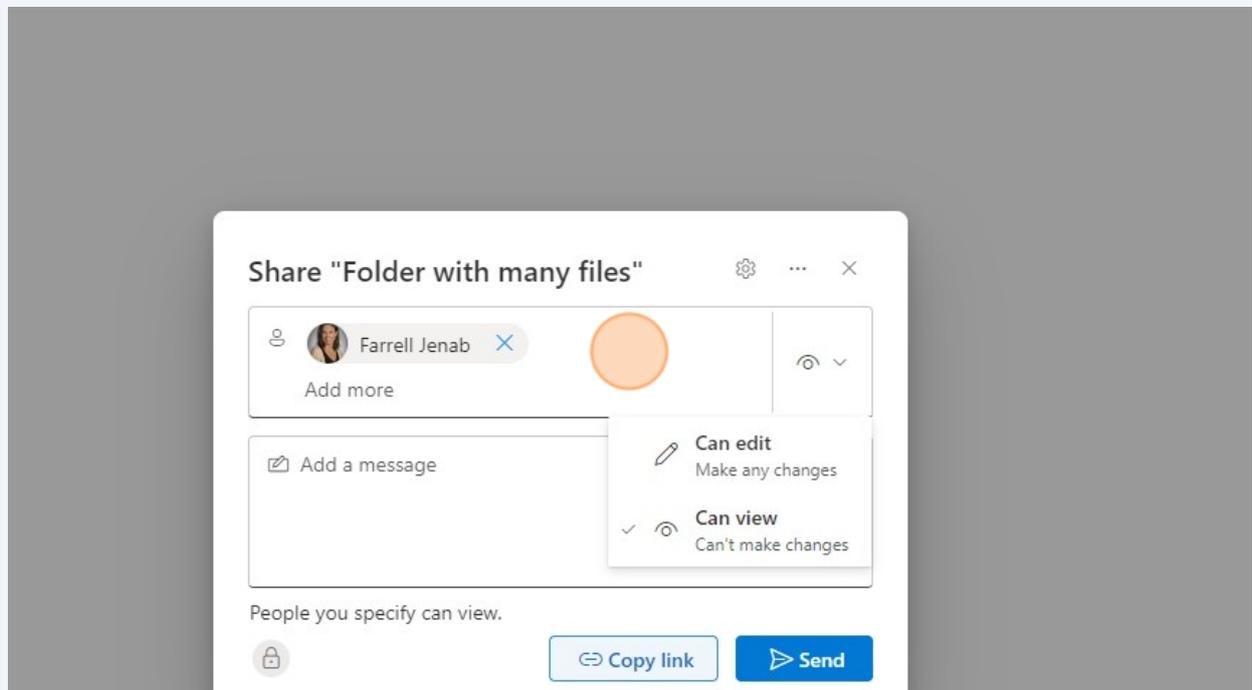
2 Click the share button here online or in the top ribbon in File Explorer



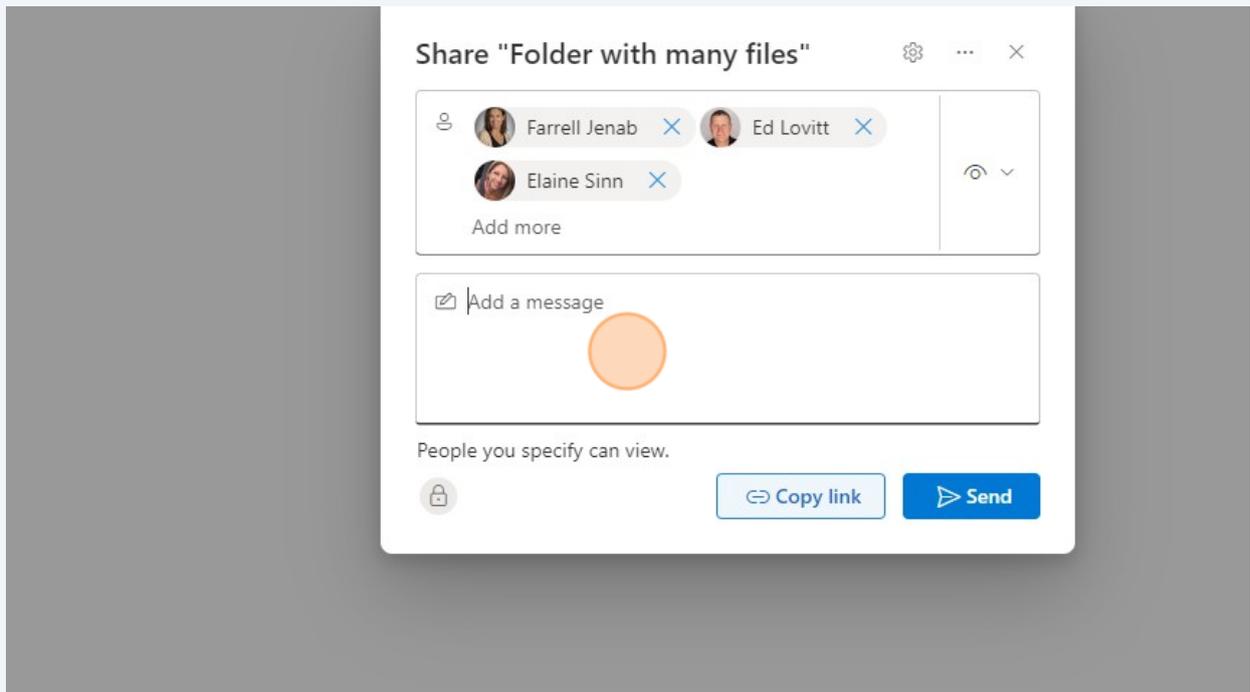
3 Type and then select the person/people you want to share with



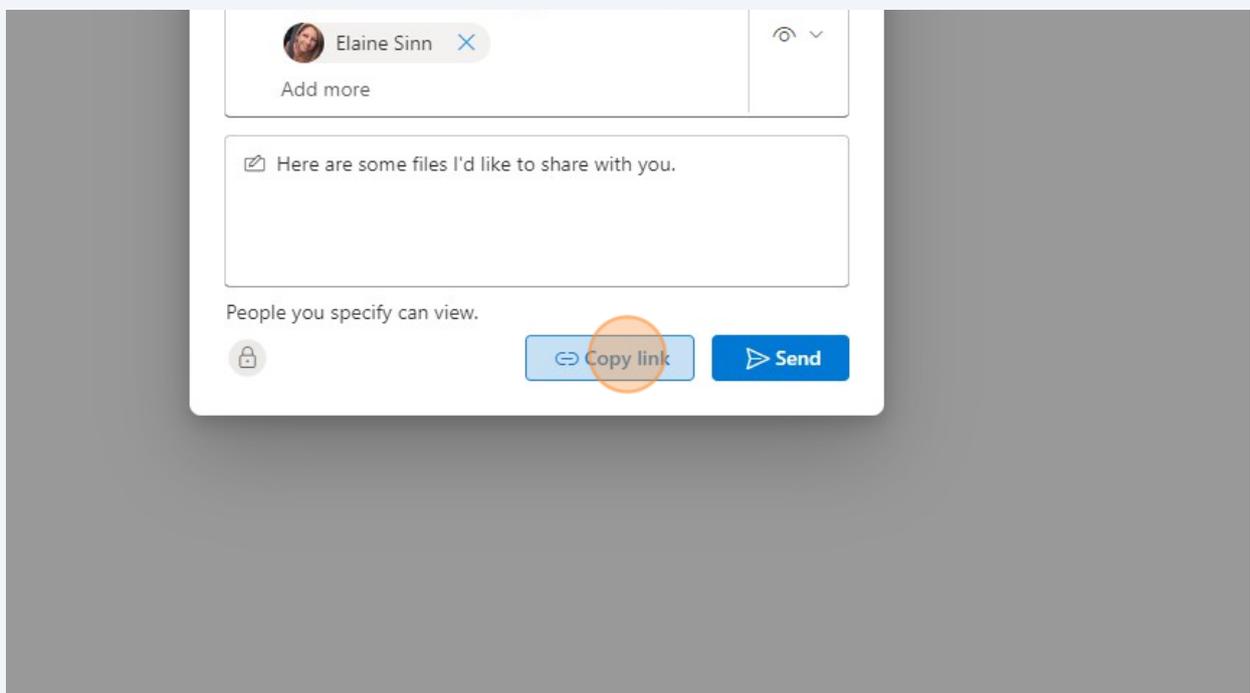
4 Click the chevron next to the eye to change from "View" to "Edit" if necessary



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



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



7 To check all sharing permissions click the gear

