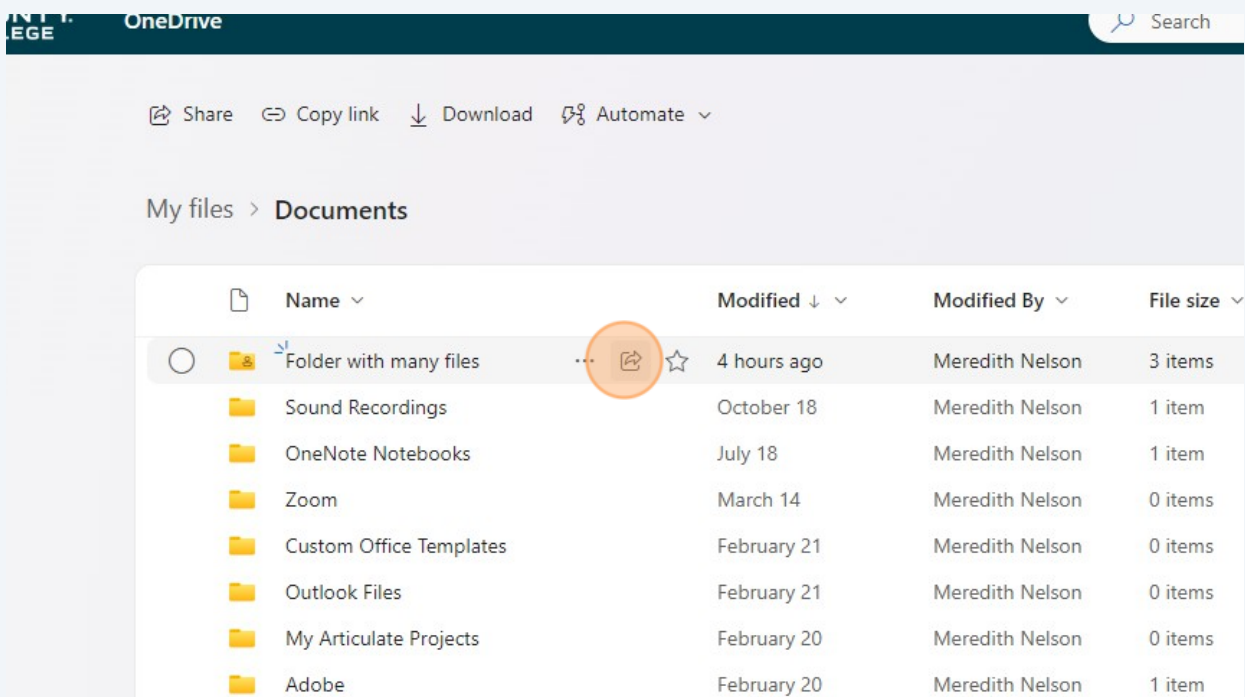


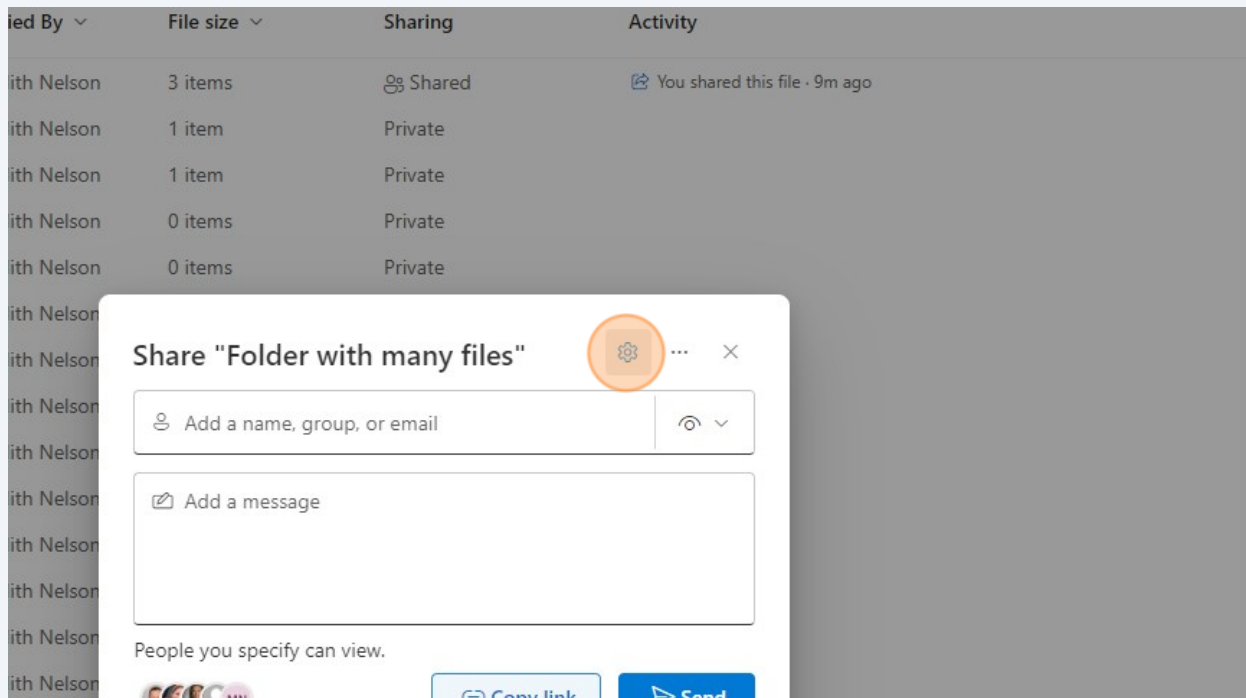
# Sharing a OneDrive File or Folder with non-JCCC Users

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

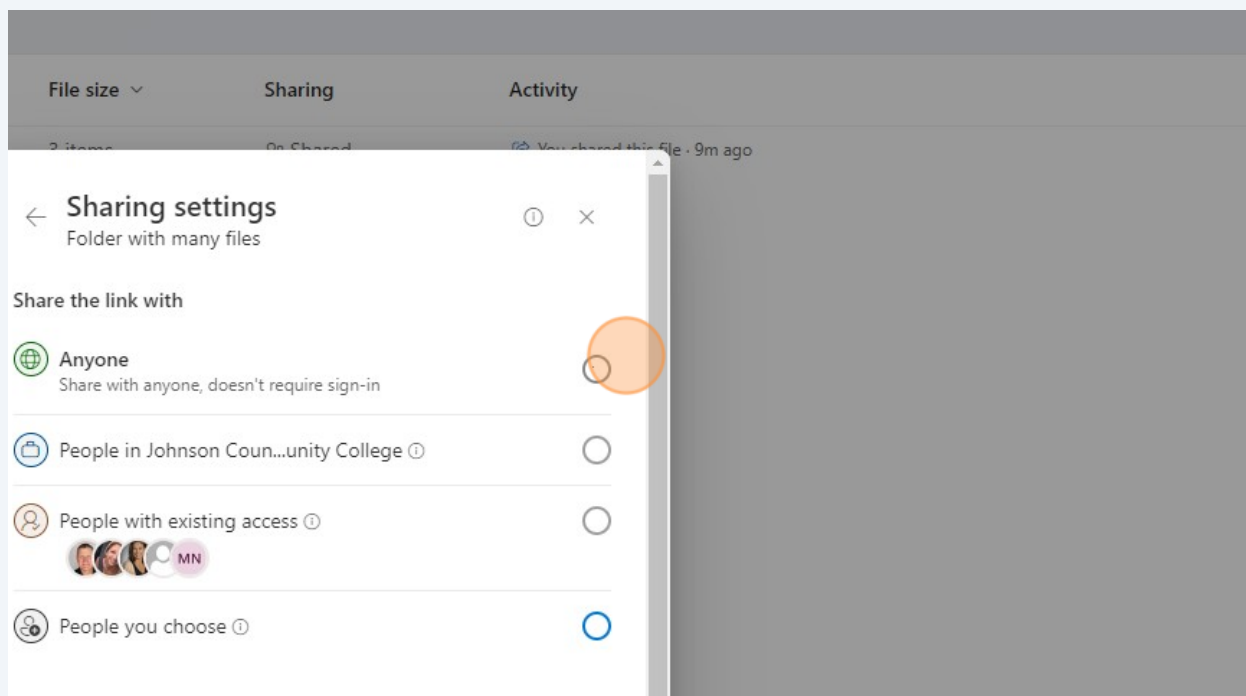
2 Click the share button here online or in the top ribbon in File Explorer



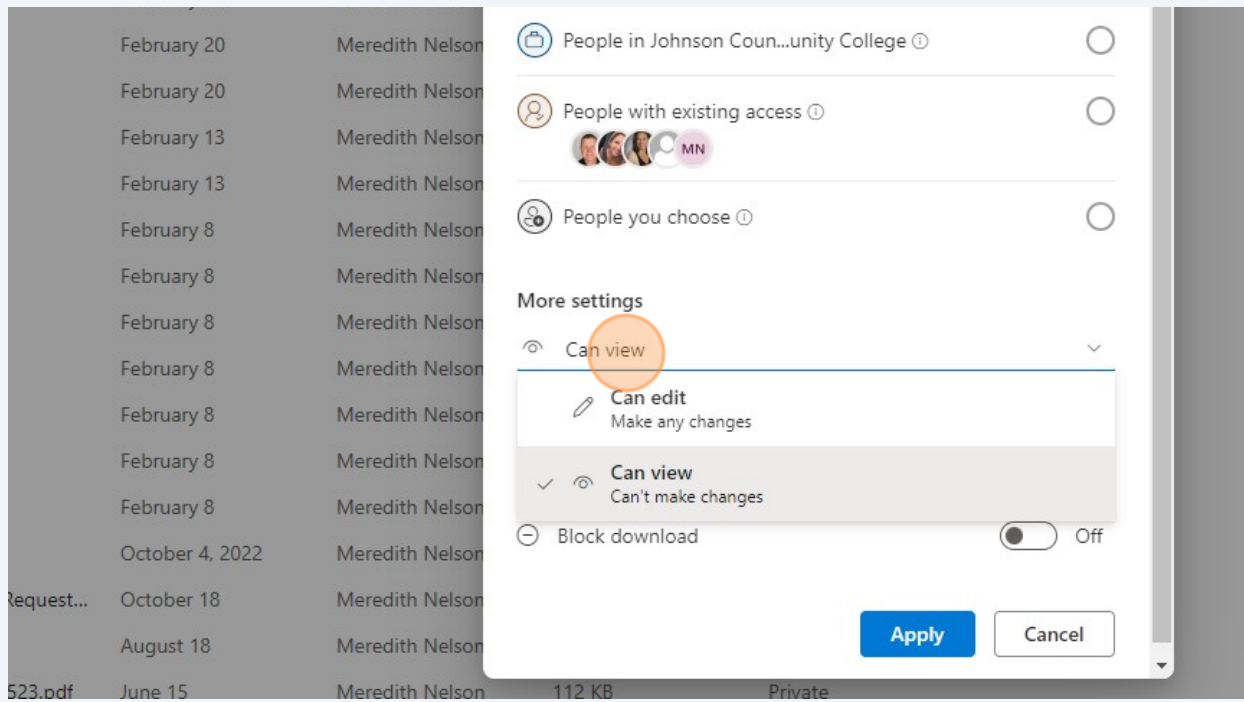
### 3 Click the Gear icon



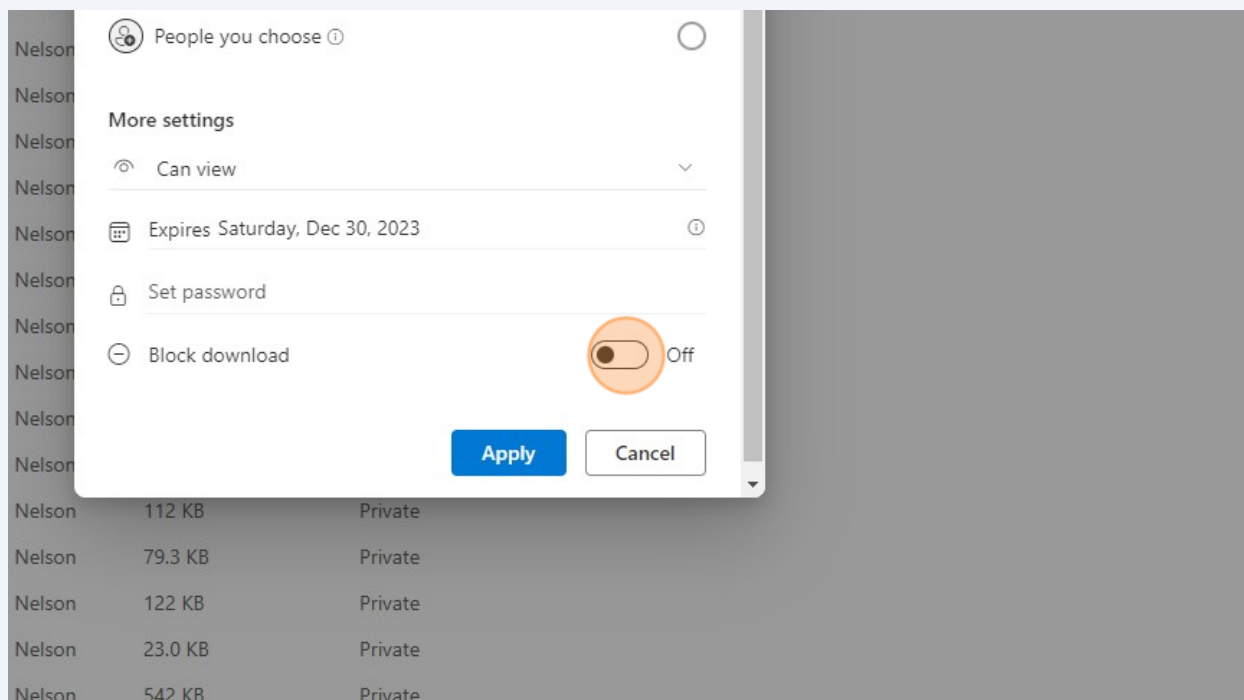
### 4 Click the radio button next to "Anyone"



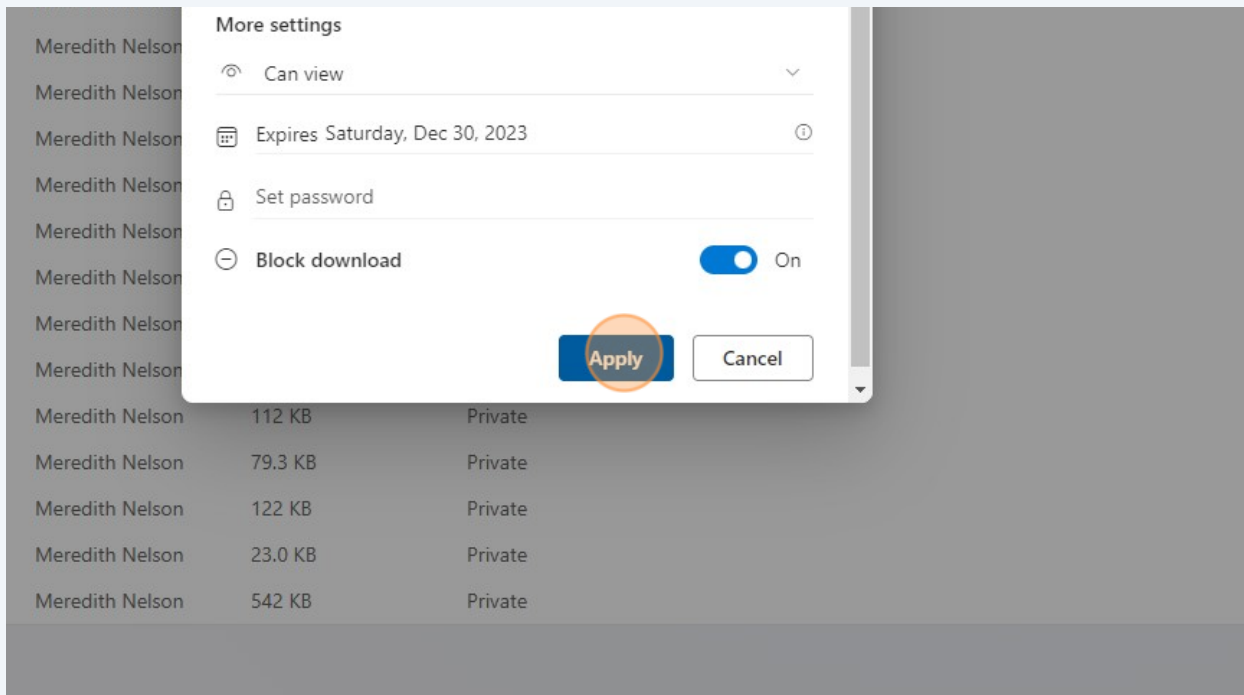
## 5 Choose if people "Can view" or "Can Edit"



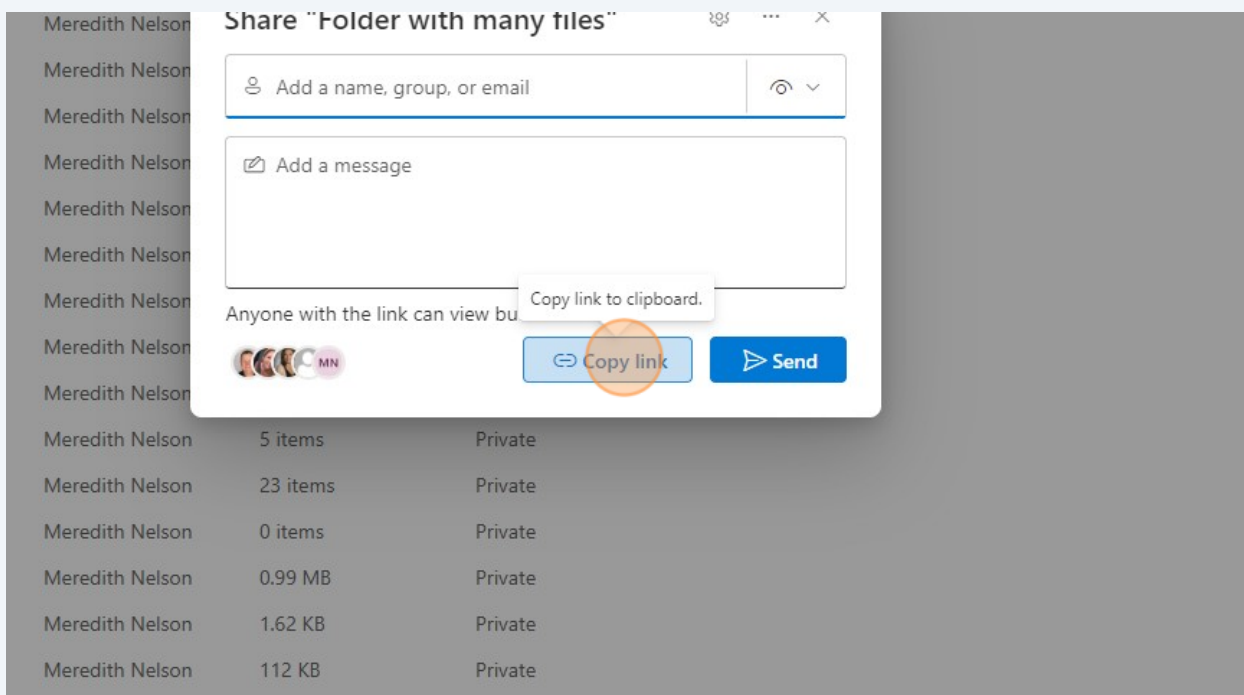
## 6 Choose if users can download your document(s)



## 7 Click "Apply"



## 8 Click "Copy link"



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Paste the link in an email to those who you want to access the file(s)/folder