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	r in the top ribbon in	File Explorer	
EGE	OneDrive			♀ Search
	ি Share ⇔ Copy link 🛓 Download 양 A	utomate 🗸		
	My files > Documents			
	🗅 Name 🗸	Modified \downarrow \vee	Modified By ${\scriptstyle \lor}$	File size 🗸
	◯ 📑 ^{SI} Folder with many files ····	🖻 🟠 4 hours 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 Click the Gear icon

ied By 🗸	File size $$	Sharing	Activity
ith Nelson	3 items	용 Shared	😢 You shared this file - 9m ago
ith Nelson	1 item	Private	
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ith Nelson ith Nelson ith Nelson	🖄 Add a message		
ith Nelson ith Nelson	People you specify ca	an view.	

4 Click the radio button next to "Anyone"

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\leftarrow	Sharing so Folder with m	ettings any files	0 ×
Shar	e the link with		
	Anyone Share with anyon	e, doesn't require sign-in	
6	People in John	son Coununity College 🗇	0
8	People with exit	isting access ① N	0
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5

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



6 Choose if users can download your document(s)

Nelson	People you cho	ose 🛈		0			
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lelson	122 KB	Private					
lelson	23.0 KB	Private					
lelson	542 KB	Private					

7 Click "Apply"

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8 Click "Copy link"

Meredith Nelson	Share "Folder	with many files"	203 ···· X	
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Meredith Nelson				
Meredith Nelson	🖄 Add a message	2		
Meredith Nelson				
Meredith Nelson				
Meredith Nelson	Anyone with the link	can view bu	bard.	
Meredith Nelson		Copy link	⇒ Send	
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Meredith Nelson	5 items	Private		
Meredith Nelson	23 items	Private		
Meredith Nelson	0 items	Private		
Meredith Nelson	0.99 MB	Private		
Meredith Nelson	1.62 KB	Private		
Meredith Nelson	112 KB	Private		

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