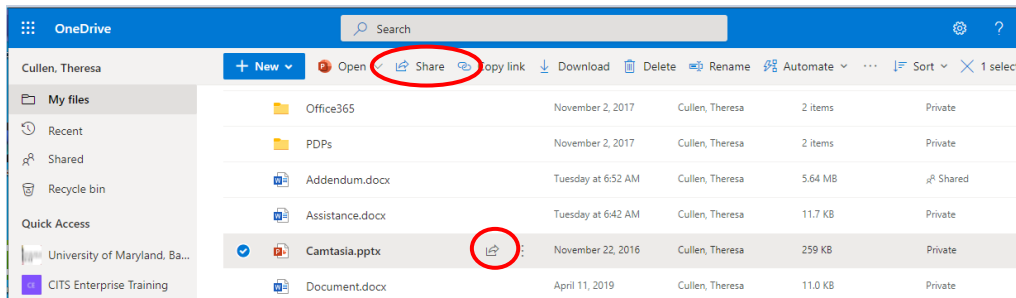


Sharing OneDrive Files and Folders

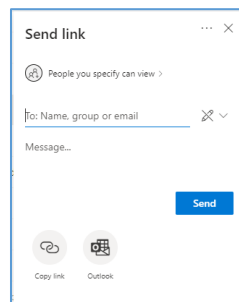
You can share OneDrive files or folders with other people. This includes UMB employees, students and people outside of the University. Sharing can be stopped at any time.

From the Office 365 Portal (Portal.office.com)

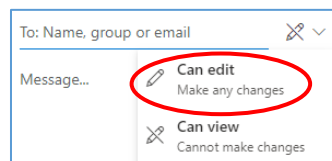
1. From the OneDrive app, pick the file or folder you want to share by selecting the circle to the left of the file/folder.
2. Click the **Share** icon to the right of the file name OR click **Share** in the toolbar.



- a. The **Share** feature is also available once the file has been opened in the browser.
3. The **Send Link** window will appear:



4. In the **To: Name, group or email** field:
 - a. If the recipient is a UMB (non-SOM) employee/student, the field is a search field and will access the UMB directory.
 - b. If the recipient is a SOM employee/student or external to the University, you must enter their entire email address.
5. To the right is the **View/Edit** icon. The default is VIEW ONLY. To allow the recipient to edit, click on the icon and select **Can Edit**.



6. Enter a message in the **Message** field.
7. Click **Send**.

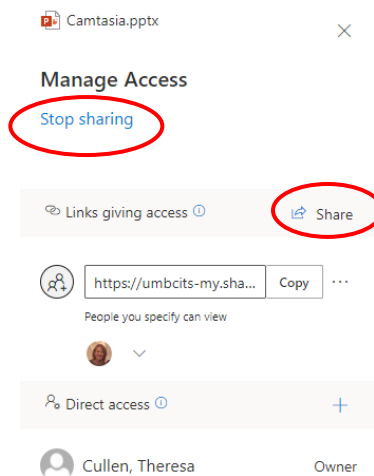
A link to the file/folder will be sent to the recipient via email.

Shared Information – Removing Shared Access

To see your file or folder information and who you have shared with, under the **Sharing** column in OneDrive via the Office 365 portal, you will see the sharing status.

| File Name | Modified | Modified By | Size | Sharing Status |
|--------------------|--------------------|-----------------|---------|----------------|
| Assistance.docx | Tuesday at 6:42 AM | Cullen, Theresa | 11.7 KB | Private |
| Camtasia.pptx | November 22, 2016 | Cullen, Theresa | 259 KB | Shared |
| Document.docx | April 11, 2019 | Cullen, Theresa | 11.0 KB | Private |
| LeaveRequest2.docx | April 4, 2018 | Cullen, Theresa | 11.2 KB | Private |

If you click the **Shared** status and then *Manage Access*, you will see who the file has been shared with. You can **Stop sharing**, or **Share** to more people.



Camtasia.pptx

Manage Access

[Stop sharing](#)

Links giving access [Share](#)

<https://umbcits-my.sha...> Copy

People you specify can view

[Direct access](#) +

Cullen, Theresa Owner