# Share OneDrive Files and Folders

UMB employees can share OneDrive files or folders with other people. This includes UMB employees and people outside of the University. The ability to share is accessible through the Office 365 Portal or Microsoft Office (Word, Excel, PowerPoint). Sharing can be stopped at any time.
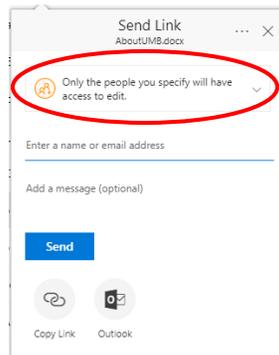
From the Office 365 Portal

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.
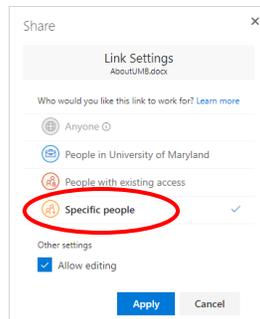2. Click **Share** at the top of the page.
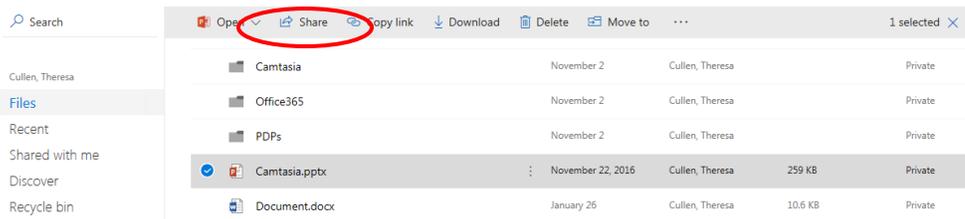
   a. The **Share** feature is also available once the file has been opened in the browser.
3. The **Send Link** window will appear:

4. Click the box that says "Only the people…".

   a. To ensure that the file can be shared with anyone who is either internal or external to UMB, select **Specific People**.

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5. In the **Enter a name or email address** field:
    a. If the recipient is a UMB (non-SOM) employee, the field is a search field and will access the UMB directory.
    b. If the recipient is a SOM employee or external to the University, you must enter their entire email address. Once you've entered their email, though, it is saved and will appear automatically as you begin to enter their address when sharing other files.
6. You can **Add a message** if desired.
7. Click **Send**.

Shared Information

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.

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 **Grant Access** to more people.
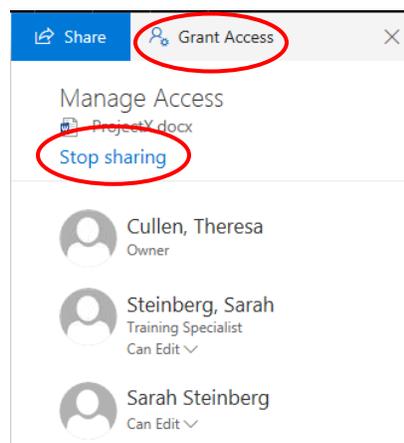

External Recipients – Microsoft Account

When sending to recipients who are external to UMB, they will be required to sign-in with a Microsoft account in order to access the file. If a Microsoft account does not exist, one must be created. **** NOTE ** The account MUST be created using the email address that the file was sent to.** If a different email address is used, access to the file will be denied. This is in order to verify the recipient's credentials and ensure the safety of UMB's online environment. For more details, view [Creating a Microsoft Account – External Users](#).

From Microsoft Office

To access the ability to share directly from the Microsoft Office client (i.e. not through the browser), once a file is open, select **File: Share**. A window similar to the following will appear:
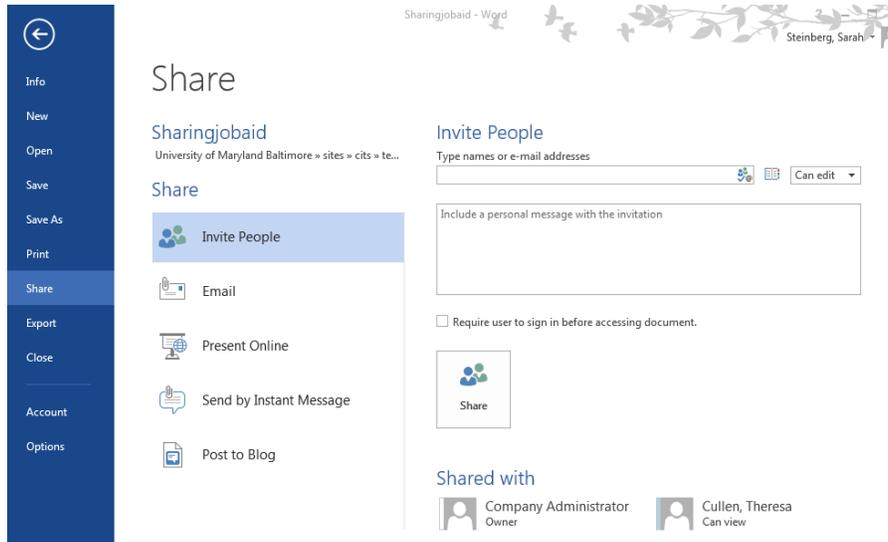
1. Click **Invite people**.
8. Enter the email addresses or contact names of people you want to share with.
    a. If the recipient is a UMB (non-SOM) employee, the field is a search field and will access the UMB directory.
    b. If the recipient is a SOM employee or external to the University, you must enter their entire email address.
2. Add a note to recipients if you want.
3. To change the permission level, tap or click **Can view** or **Can edit**.
    a. If you pick **Can edit** and a recipient forwards the message, anyone who receives it will also be able to edit the item you're sharing. People with edit permissions can also invite others to have edit permissions to the item.
4. Click **Share** to send a message with a link to the file.