

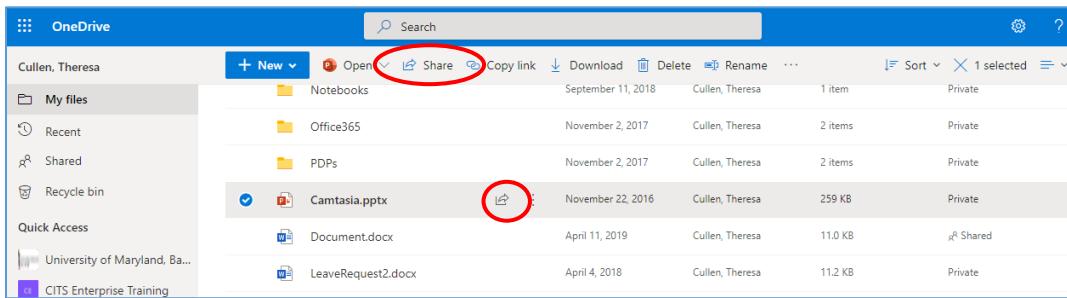


## Sharing Large Files and Folders via OneDrive/ SharePoint

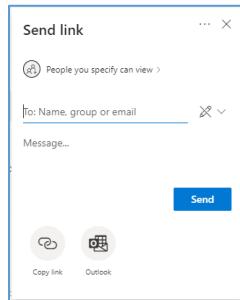
To send a file or folder securely that is larger than 25 megabytes, it is necessary to share the item through OneDrive or SharePoint. Files and folders can be shared with UMB employees, students and people outside of the University. Sharing can be stopped at any time.

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

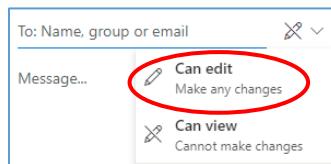
1. From the OneDrive app, pick the file or folder you want to share by selecting the circle to the left of the file/folder.
2. Click the **Share** icon to the right of the file name OR click **Share** in the toolbar.



- 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**.



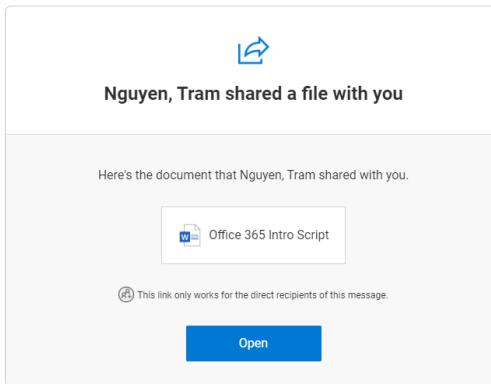
6. Enter a message in the **Message** field.
7. Click **Send**.

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



## Receiving Shared File - External Recipients

Once the external recipient receives the email, they will click on **Open** to access the file/folder:



## 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.

NewName1.docx	February 23	Cullen, Theresa	10.7 KB	Private
O365_Intro.pptx	December 6, 2016	Cullen, Theresa	1.72 MB	Private
ProjectX.docx	6 days ago	Cullen, Theresa	11.7 KB	Shared
TestDocumentClass_1.docx	February 15	Cullen, Theresa	18.0 KB	Private

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

