

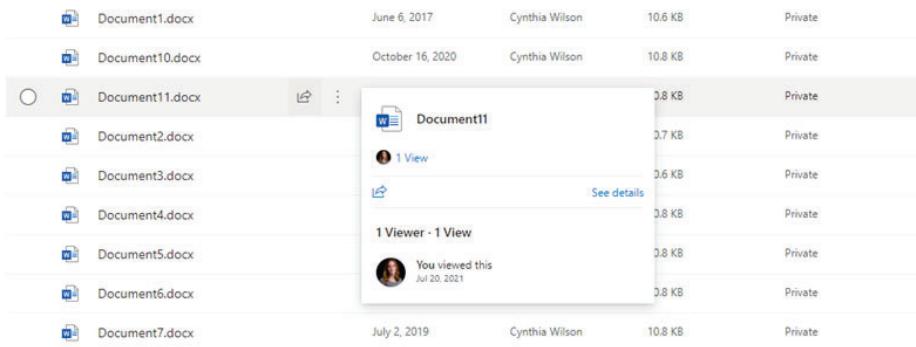
# How to Share a File/Folder in OneDrive

Users may share files with one another in OneDrive.

## OneDrive Online

Follow the steps below to share a file/folder in OneDrive online:

1. Log into [OneDrive online](#) using UVID@uvu.edu.
2. Locate the file/folder to be shared, then click the **Share** icon.



3. In the window that appears, type the name, group, or email address of where the item should be shared.

The pencil icon can be selected to customize editing privileges.

## Send link

×

Document11.docx



People you specify can view >

To: Name, group or email



Message...



Send

## Copy link



People you specify can view >

Copy

In addition, other permissions can be customized by clicking the **People you specify can view** link.

## Link settings

X

Document11.docx

Who would you like this link to work for? [Learn more](#)

- Anyone with the link ⓘ
- People in Utah Valley University with the link
- People with existing access
- Specific people ✓

Other settings

Allow editing

Open in review mode only  ⓘ

Block download  ⓘ

**Apply**

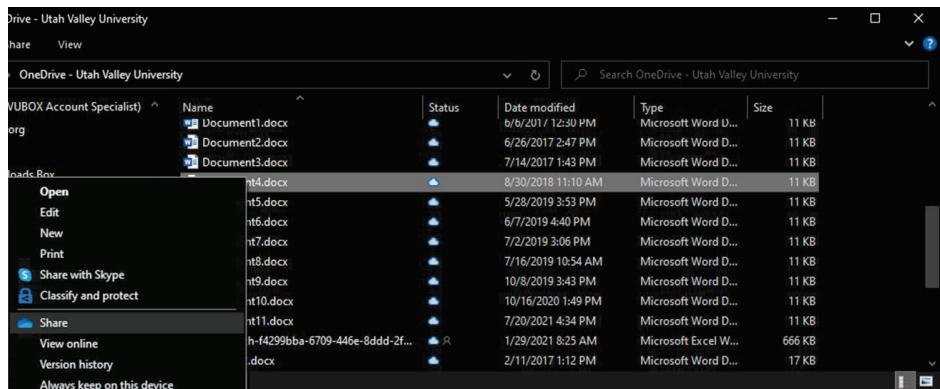
**Cancel**

4. After all settings have been configured as desired, click **Send**. The recipients will receive an email notification of the sharing, but they will not be required to accept the invitation; sharing is automatic.

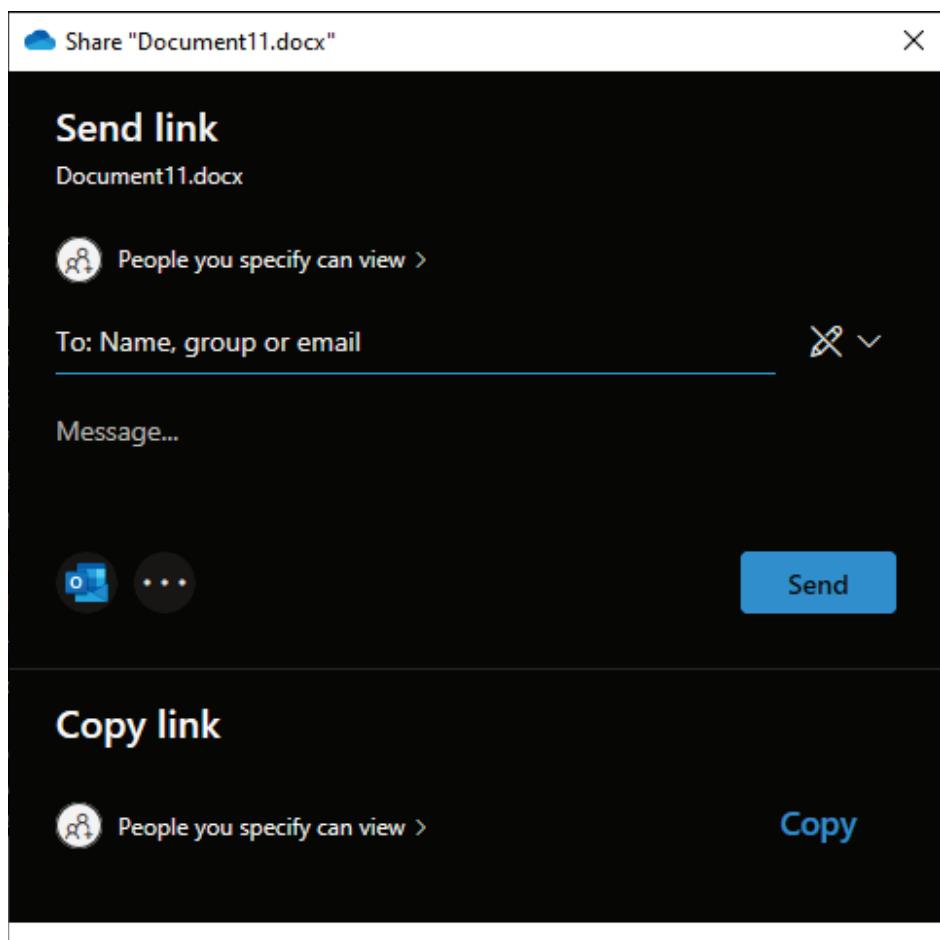
## OneDrive Application for Windows

Follow the steps below to share a file/folder in OneDrive application for Windows:

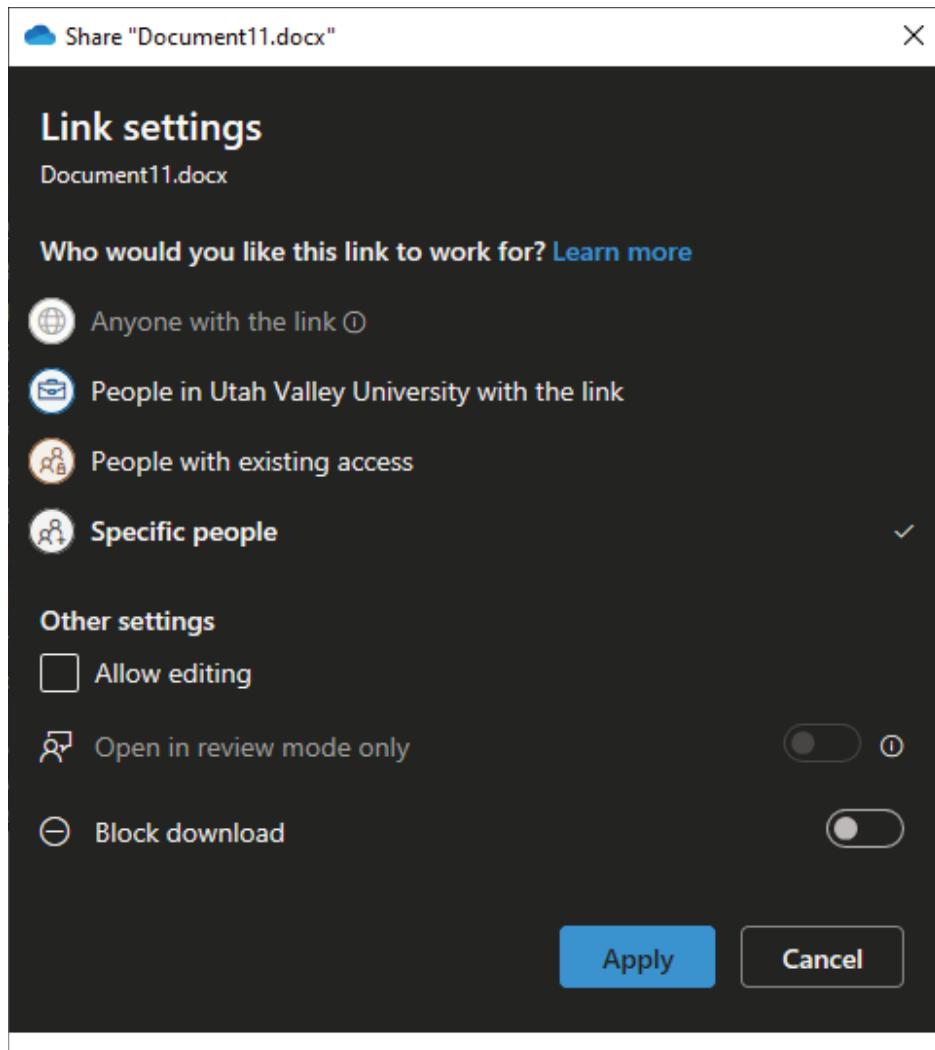
1. While in the OneDrive portion of the File Explorer, locate the file/folder to be shared, then right-click it and select **Share**.



2. In the window that appears, type the name, group, or email address of where the item should be shared.



The pencil icon can be selected to customize editing privileges.  
In addition, other permissions can be customized by clicking the **People you specify can view** link.



3. After all settings have been configured as desired, click **Send**. The recipients will receive an email notification of the sharing, but they will not be required to accept the invitation; sharing is automatic.

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