



Title: Sharing Folders or Files in OneDrive

Task:

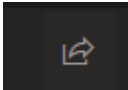
OneDrive allows the user to share files and folders to individuals whether in your organization or outside.

Instructions:

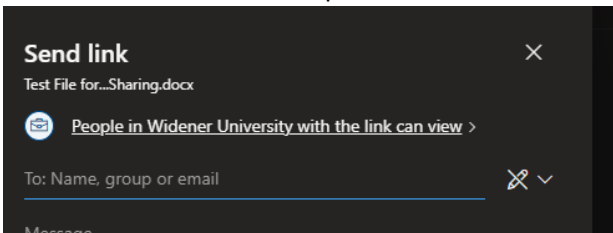
1. Sign into Office 365 at <https://wumail.widener.edu>.
2. Click the App launcher icon at the top left.



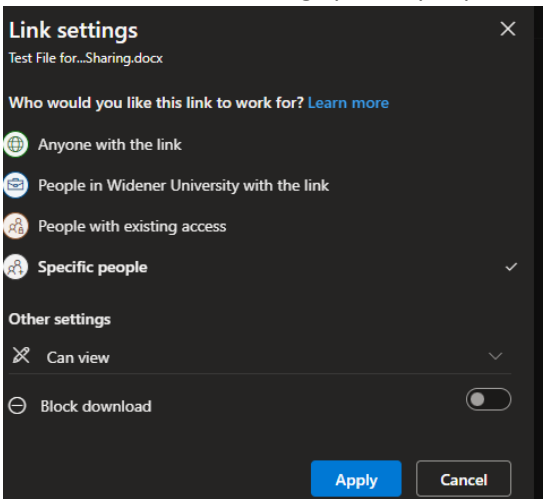
3. Click OneDrive.
4. Click the Share icon next to the file or folder to be shared.



5. Click the arrow next to People in Widener University...

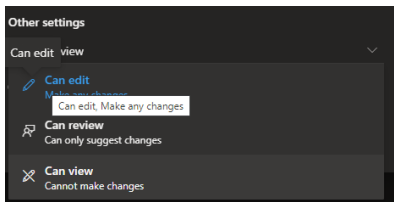


6. ITS recommends selecting Specific people.

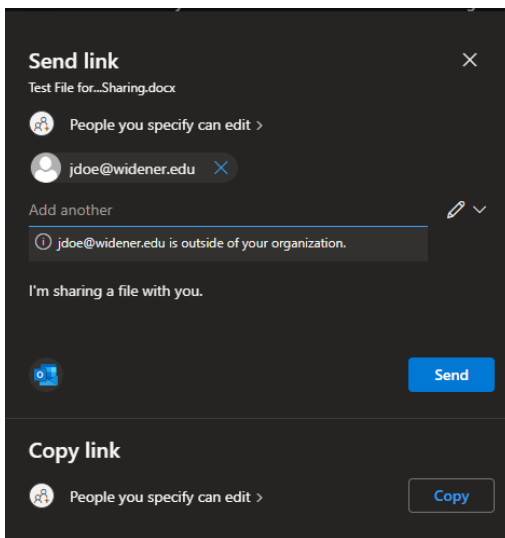




7. Click the down arrow to select the desired permissions or block downloading the file.



- 8.
9. Click Apply.
10. Enter the name of the person to share with. You will receive a message if the person is outside the organization.
11. Enter a message if desired.
12. Click Send.



13. The people you shared with will receive an email that includes a link to your file or folder.