


Microsoft Onedrive Basics

Share with specific people

Choose this option if you want to send an email invitation to people or groups and keep track of who you invited. This also lets you remove permission for specific individuals or groups later if you need to.

1. Go to the OneDrive website and sign in with your Microsoft account or your work or school account.
2. Pick the files or folders you want to share by selecting its circle icon.
3. Select **Share**  at the top of the page.
4. Under **Send Link**, select **Anyone with the link can edit** to open the link settings.

The files on your OneDrive are private until you share them. Keep in mind that when you share folders with Edit permissions, people you share with can add the shared folders to their own OneDrive. This lets them keep the folder alongside their own folders and items, easily move items between folders, and more easily work on it offline. Any updates they make sync with the shared folder, so everyone with access to the folder is up to date.

If you're using OneDrive for work or school, you can change the link permissions.

- **Anyone** gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.
- **People in <Your Organization> with the link** gives anyone in your organization who has the link access to the file, whether they receive it directly from you or forwarded from someone else.
- **People with existing access** can be used by people who already have access to the document or folder. It does not change any permissions. Use this if you just want to send a link to somebody who already has access.
- **Specific people** gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.