Sharing files with OneDrive (Internal and external)

Brian - 2024-12-03 - Email and Collaboration

Open File Explorer and click on OneDrive - Florida Atlantic University in the left panel. If you do not see this option on the left, click on the Start button and open the OneDrive app, this should automatically open the folder.

Open the folder named Shared Items and paste your file to share in that location. (If you don't have this folder you can right click OneDrive - Florida Atlantic University and select New and select Folder and give it the name Shared items.)

Once you the file has finished the the Status icon has turned into a green circle with a white check mark.

Right click the file and select Share.

In the new pop-up window, type in the email address of the person or persons with whom you'd like to share this file. Please also verify the permissions level by clicking the eye symbol and selecting Can View, this will allow the user to view the file but not make edits. For added security, you can select Can't Download, this will allow the user to view the file but not download it.

When complete, click Send or Copy Link so you can use the link to send a separate email.