

**DID YOU KNOW?**

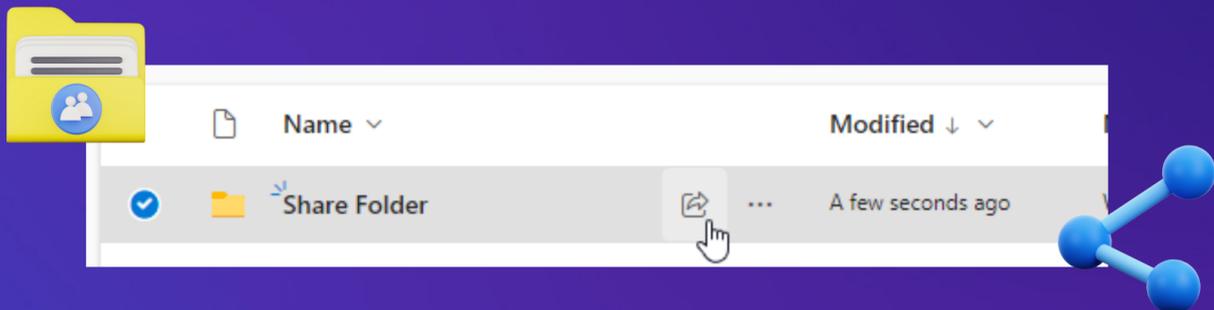


OneDrive

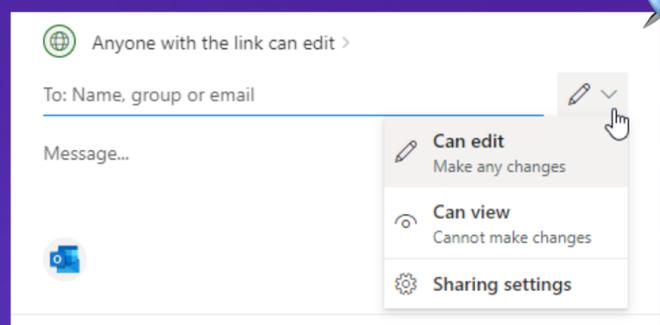
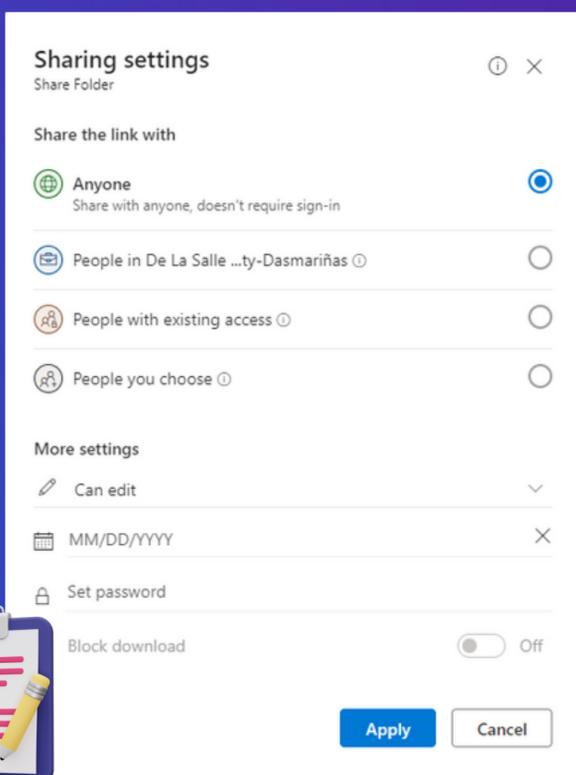
# TIPS FOR SHARING FOLDERS ON ONEDRIVE



One of the highlights of OneDrive is being able to create a collaborative environment for resources by sharing folders. Still, it is important to customize the permissions provided to specific people in your group.



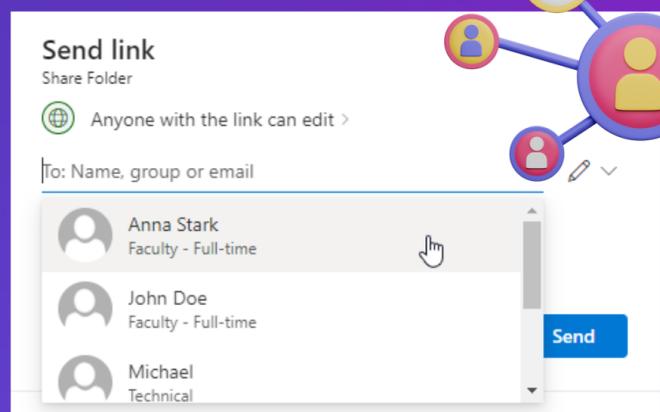
Select the folder you want to share, and then select **Share**



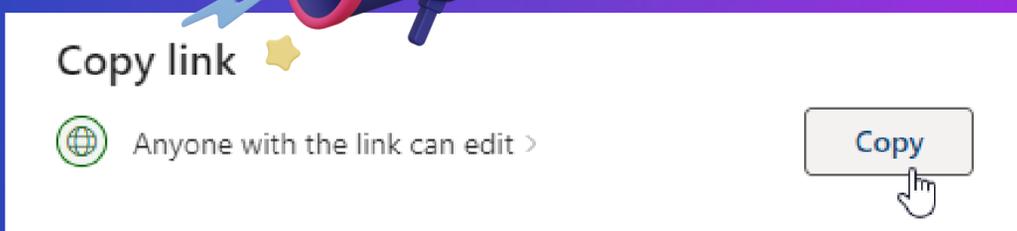
Select the **Can Edit** or **Can View** dropdown to change permissions or **Stop Sharing**



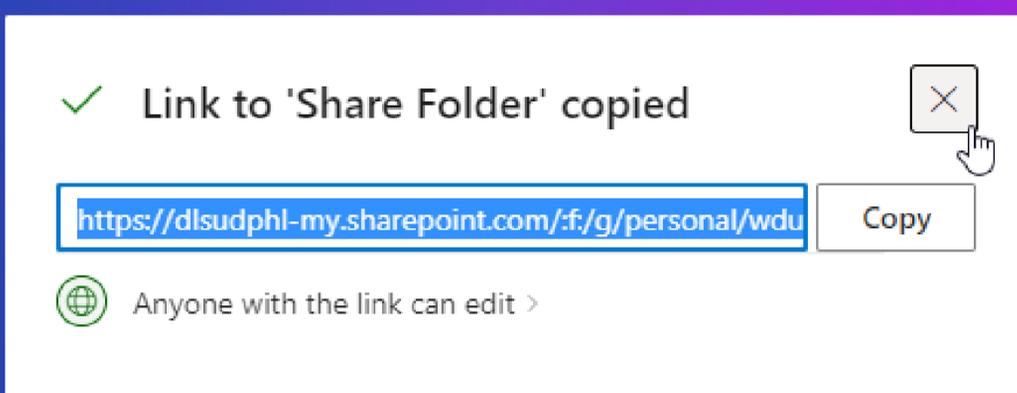
Choose if you want to allow **Allow editing**. Select **Manage access** to change permissions.



You can also select **Add People** to share with more people



Select **Get a link** or **Email** to share folder with others



Select the **X** to remove the link

#icttips #techtips

**NEED HELP?**

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