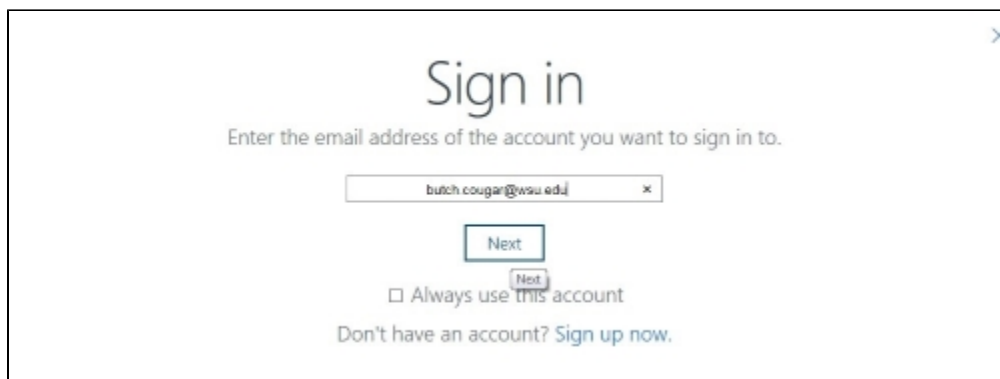
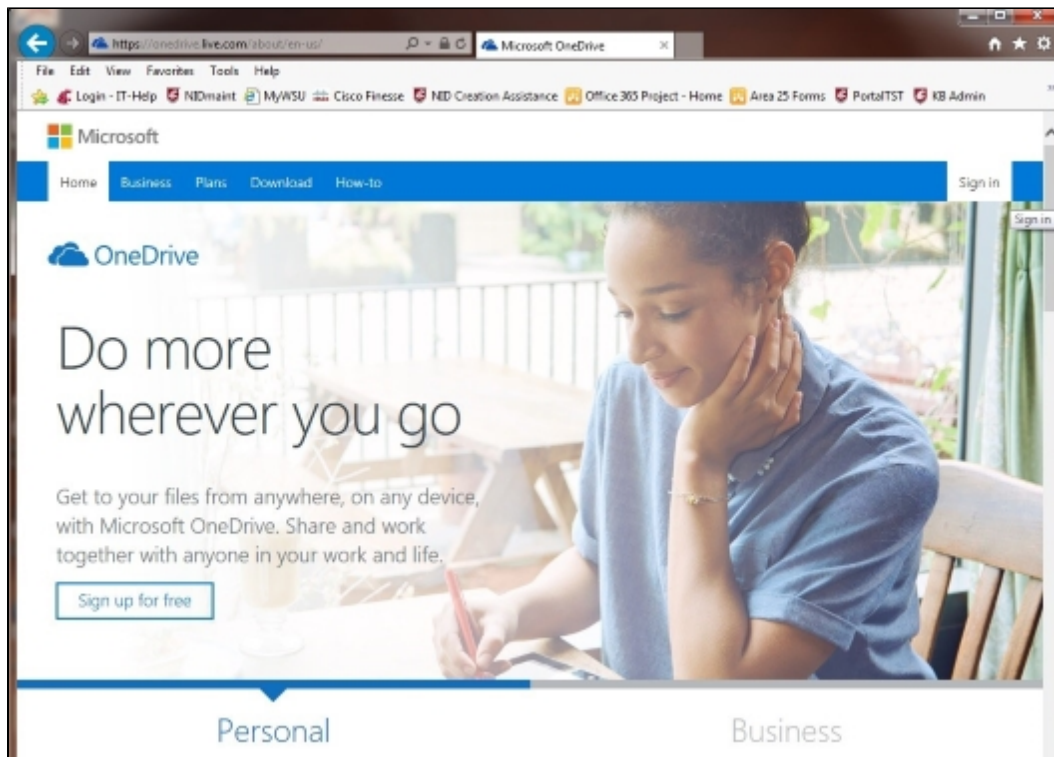


OneDrive - How to Share Folders and Files

OneDrive – How to Share Folders and Files

Log in at <https://onedrive.live.com> with your WSU email address. The system will redirect you to the WSU Sign In page before taking you to your OneDrive account.



Office 365

Work or school account

☐ Keep me signed in

[Sign in](#) [Back](#)

[Can't access your account?](#)

Office 365

Redirecting

We're taking you to your organization's sign-in page.

[Cancel](#)

☐ Keep me signed in

WASHINGTON STATE UNIVERSITY

Need a user id? [?](#)

Forgot your password? [?](#)

Forgot your user id? [?](#)

Need help? [?](#)

[Class Schedule Search](#) [?](#)

[Browse Course Catalog](#) [?](#)

[Transfer Course Information](#) [?](#)

Network Authentication

You must log in to continue

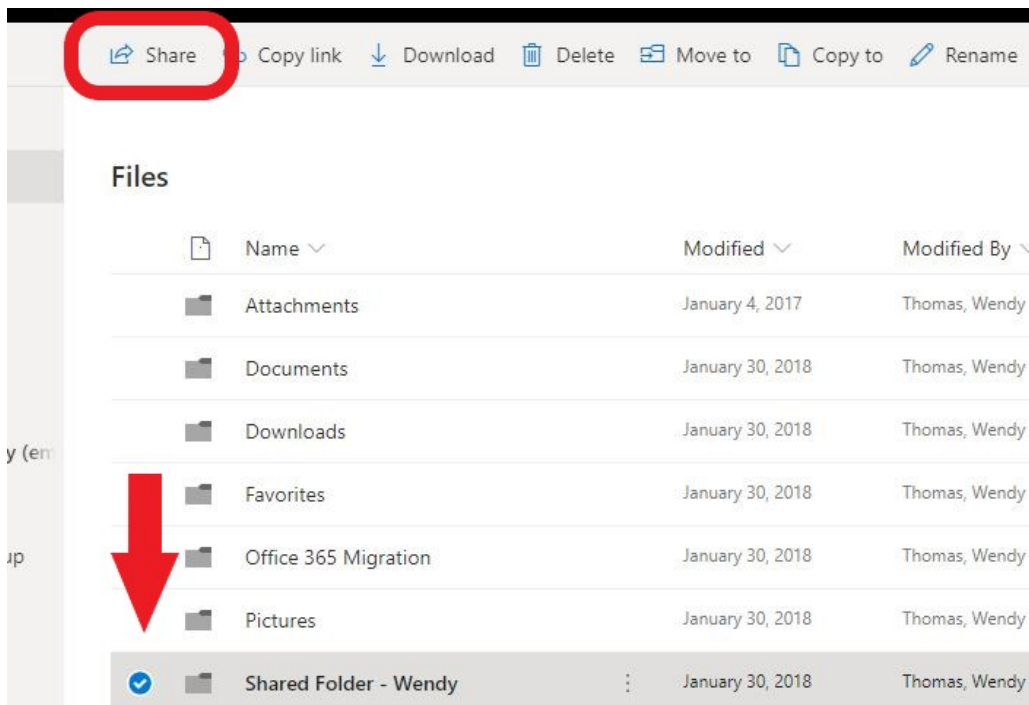
Network ID or Friend ID:

Password:

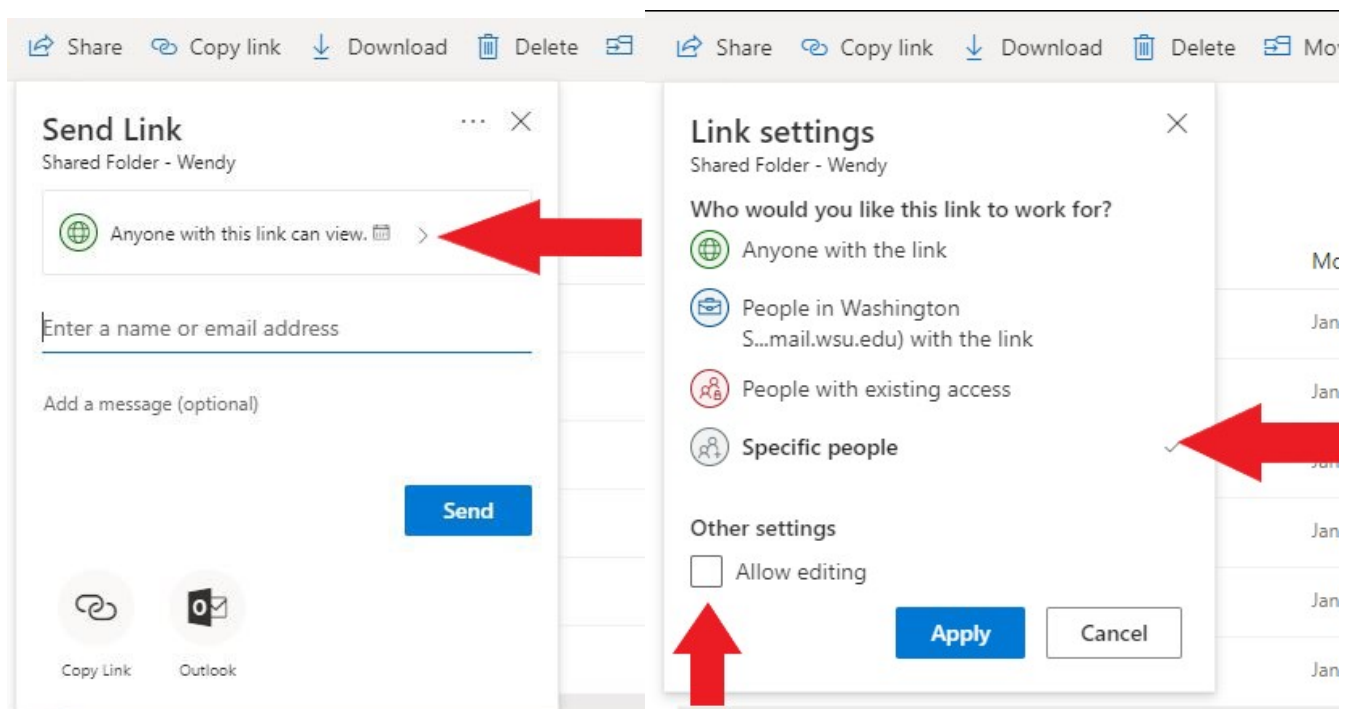
[Continue](#)

To Share a FOLDER

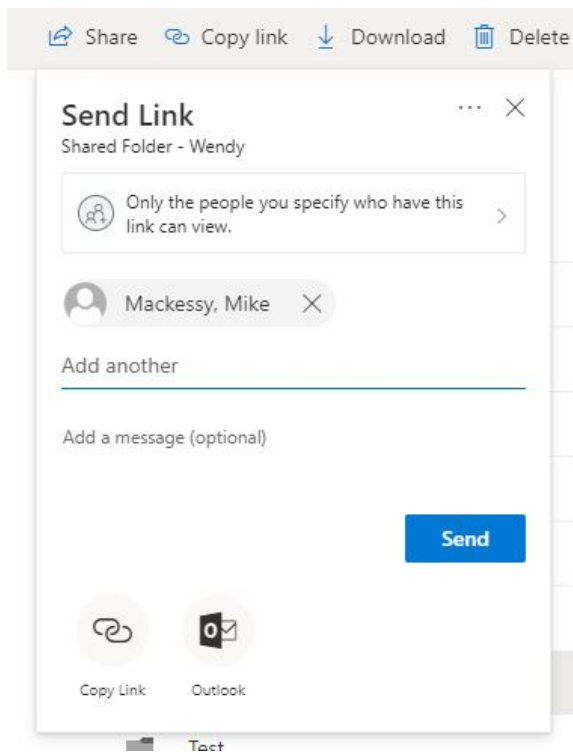
Hover your mouse just to the Left side of the folder and a radial button will appear. Click to check the radial button. Then click "Share" at the top of the page.



On the Link Settings box that opens, click on the "Anyone with this link can view" choice and change it to "Specific People" (this will allow you to share the folder without a time limit, by default a general link is only available for 14 days) and decide whether you want users to be able to edit items in the folder, then click "Apply."

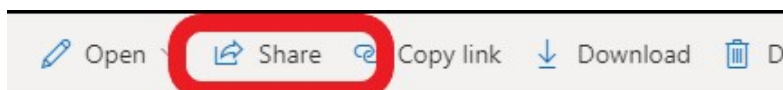


In the next box, put in the email addresses of the Specific People you want to share the folder to, and click the Send Button to send the user(s) an email with a link to get to the folder.

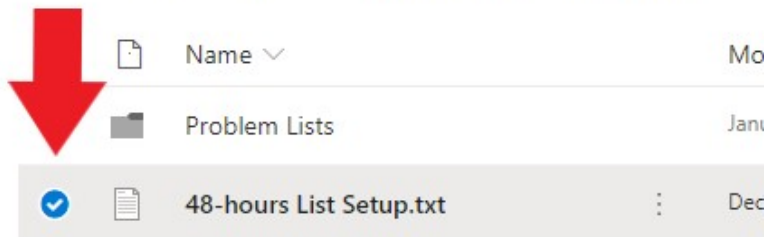


To Share a FILE

Open the folder the file is in, and you can either Open the File, OR check the Radial Button to the left of the Filename. Then take the same steps you would have above to share the File. Remember, if you don't change the share from a link anyone can view to "Specific People" the link you share will expire in 14 days.



Files > Documents > **Mailman Form Letters**



Share Copy link Download Delete

Send Link

Shared Folder - Wendy

Anyone with this link can view. >

Enter a name or email address

Add a message (optional)

Send

Copy Link Outlook

Share Copy link Download Delete Mo

Link settings

Shared Folder - Wendy

Who would you like this link to work for?

- Anyone with the link
- People in Washington S...mail.wsu.edu) with the link
- People with existing access
- ☒ Specific people

Other settings

☐ Allow editing

Apply Cancel

Share Copy link Download Delete

Send Link

Shared Folder - Wendy

Only the people you specify who have this link can view. >

Mackessy, Mike X

Add another

Add a message (optional)

Send

Copy Link Outlook

Tact