Share OneDrive files and folders

You can use Microsoft OneDrive to share Microsoft Office documents, other files, and entire folders with Jefferson employees, Jefferson contract workers and students. The files and folders you store in OneDrive are private until you decide to share them and you can see who a OneDrive file is shared with or stop sharing at any time.

OneDrive users also have several sharing options (only people within your organization, only people with existing access to the file, or only individuals you specify). By default, "Allow editing" is enabled, but if you opt to disable editing, you can also opt to prevent viewers from downloading the file.

- **People in <Your Organization>** 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.

   Note: *Do not use this option for sharing documents with users from another Office 365 tenant (faculty to student, or student to faculty), as you will not find them in the directory. Instead choose "Specific people" as described below.*

- **People with existing access** can be used by people who already have access to the document or folder. It does not change the permissions on the item. 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.

   Note: *This option is for sharing with users in another Office 365 tenant (I.e. faculty sharing with a student, or a student sharing with a faculty member). This is the default option for sharing.*
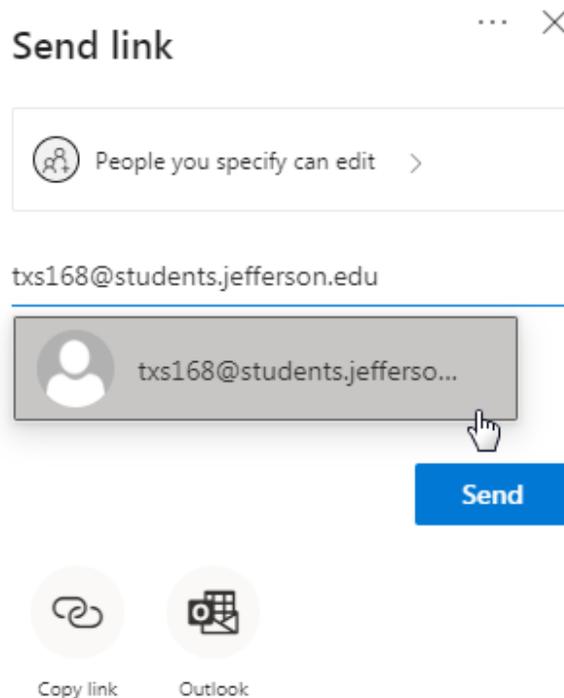
- **Allow editing** - When you share items with this type of link, people can edit files, can add files in a shared folder, and can delete files in a shared folder if they're signed in. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder.

Note: Information Security policies only allow sharing with other users within "Jefferson", including East Falls students; we do not allow sharing with users outside of Jefferson. If a sharing option has been greyed out, we have restricted them. For example, the **Anyone** option has been disabled to prevent sharing outside of Jefferson.

By default, **Allow editing** is turned on. If you want people to only view your files, uncheck the check box. This can be further restricted by selecting the option to **Block download**, which means they cannot save a local copy. For Word files, you can also select **Open in review mode only** to limit people to leaving comments and making suggestions in the file. Note that if someone already has editing permissions for

the item, selecting **Open in review mode only** will not prevent them from making edits. For them, document will open in edit mode.

Once you choose the appropriate sharing option and whether the recipient can edit the data, you're back at the main **Send link** box. Enter the email address of the user you want to share the folder or file with, click their address in the fly out balloon (as seen below), then finally select **Send** to send the sharing invitation to the email address you specified.

Send link ··· ✕

People you specify can edit >

txs168@students.jefferson.edu

👤 txs168@students.jefferso…

Send

🔗 Copy link   Outlook

Sharing folders

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.

Tip: The recipient can add shared folders to their OneDrive, not individual files. If you want the recipient to add files to their OneDrive, put the files in a folder first, and then share the folder.

Sharing with the OneDrive mobile apps

For information and help, see:

- Share files in OneDrive for Android

- Share files in OneDrive for iOS

- Share files in OneDrive for Windows mobile devices