

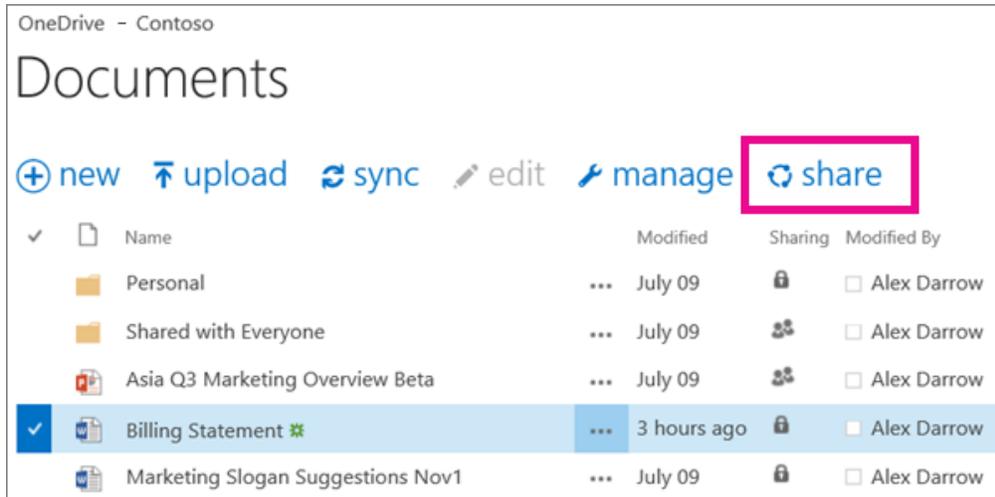
Share documents or folders in OneDrive for Business

The documents and folders you store in OneDrive for Business are private until you decide to share them. You may want to share specific documents or folders with people who don't otherwise have access to the site. When you share documents and folders, you can decide whether to let people edit or just view them.

Note You can also share documents with external users (people that are not part of the college) by inviting them as "Guests," or by creating and posting guest links.

Share a document or folder

1. Go to OneDrive for Business that has the document or folder you want to share.
2. Select the file you want to share, and then select **Share**.



1. In the **Share** dialog box on the **Invite People** tab, type names or email addresses of people you want to share the document or folder with.
2. Select a permission setting.



1. If you want, type a message to be included with an email that's sent to all invitees. The email includes a link to the shared document.
2. If you don't want to send an email, click **Show Options**, and then uncheck **Send an email invitation**.

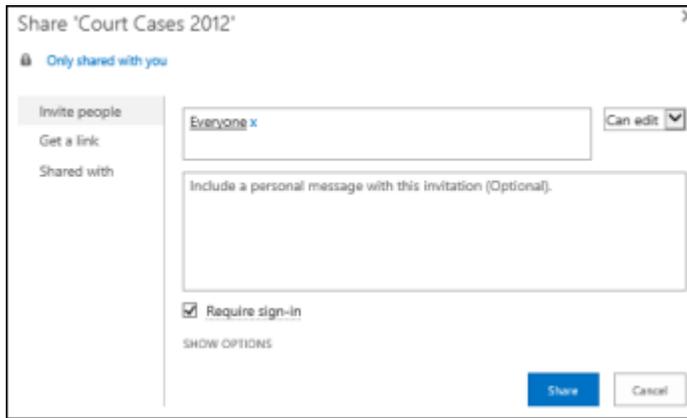
Frequently asked questions

- How do I share a document or folder with everyone in my organization?
- How do people find documents or folders I've shared with everyone?
- How do I see who I'm sharing a document or folder with?
- How do I stop sharing a document or folder?

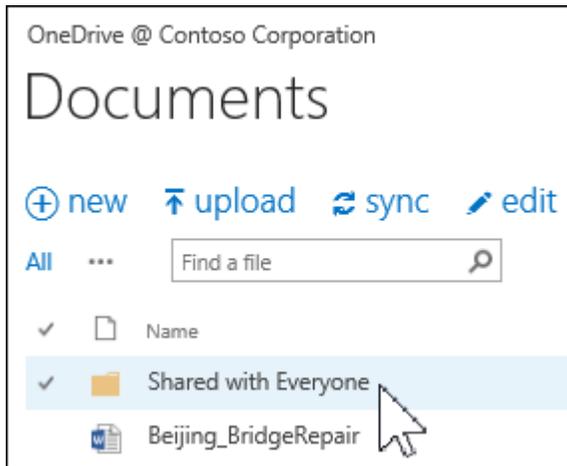
How do I share a document with everyone in the college?

In OneDrive for Business, there are two ways to share a document with everyone:

- Use the **Share** dialog box. Follow the same steps described above for share a document or folder, but type **Everyone** in the Invite People box.



- Create a “Shared with Everyone” folder (or one with a similar name) and place documents in that folder as you create them. To create a folder, click **New > Folder**. You can share the folder with people as you create it.



Note You may already have a Shared with Everyone folder that was provisioned for you.

The Share dialog box lets you select “Everyone except external users.” or sharing with “Everyone including external users”: people outside of your organization who have previously been invited to share documents as guests, either by you or by others in the college.

If you have a Shared with Everyone folder that was provisioned for you, everyone gets permission to edit documents that you put in the Shared with Everyone folder, unless you change the permission setting or unless your OneDrive for Business was created before June 2014. If your OneDrive for Business was created before that date, the Shared with Everyone folder started with View-only permissions. You can change the permission setting any time by following the instructions for sharing a folder earlier in this article.

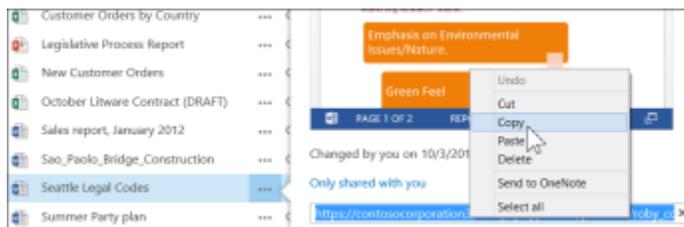
How do people find documents I’ve shared with everyone?

Documents you share with everyone don’t appear in their Shared with Me view in OneDrive for Business. Why not? Consider that there might be hundreds if not thousands of documents that are shared with everyone. Also, you may not want to send a share invitation email to everyone in the college.

Instead, people can find these documents by:

- Following a link you send them directly in an email.

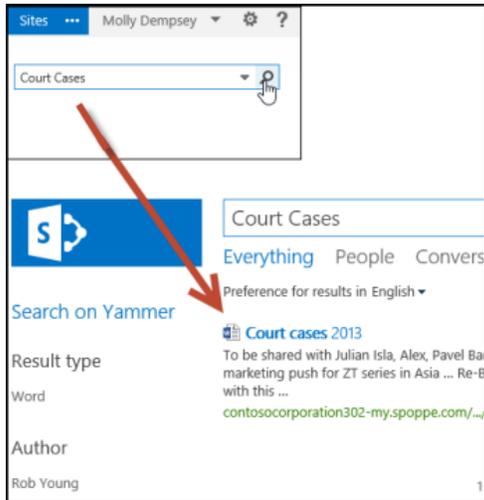
You can find any document’s web URL in its document callout.



Copy and paste the URL into an email addressed to specific people you want to notify.

- Using their Search box in OneDrive for Business.

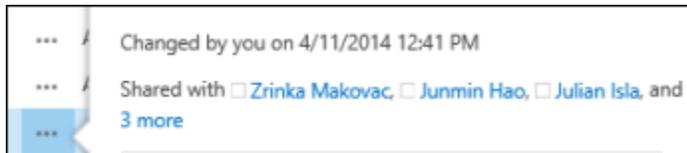
In this example, Molly Dempsey searches on the keyword “Court Cases” to find any relevant documents shared with her in the college.



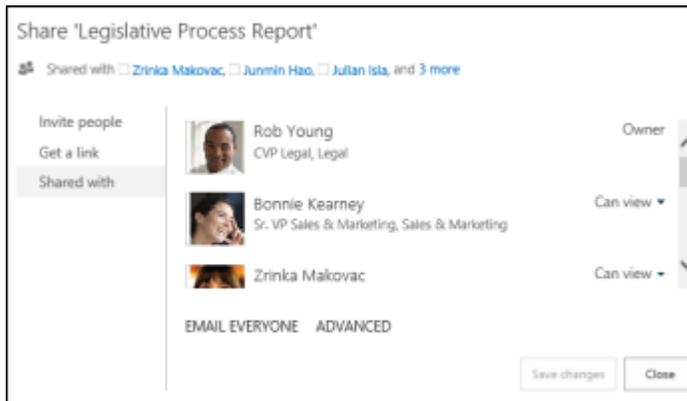
How do I see who I'm sharing a document with?

1. Select the **More** menu (...) next to the document you're interested in to open its hover card.

The names of the people with whom you're sharing the document appear on the hover card.



1. If you're sharing with more people than whose names will fit on the card, select the **more** link at the end of the list of names. You can scroll the list to see all names.



Tips If the library you're working in has a **Sharing** column, you can select the people icon to open the **Share** dialog box.

Name	Modified	Sharing	Modified By
Personal	... April 11	🔒	☐ Rob Young
Shared with Everyone	... April 11	👥	☐ Rob Young
Court Cases 2012	... April 11	🔒	☐ Rob Young
Legislative Process Report	... April 11	👥	☐ Rob Young

How do I stop sharing a document or folder?

To make a document or folder private again, you can stop sharing it.

Select the people icon for the document or folder to open the **Share** dialog box.

Name	Modified	Sharing	Modified By
Personal	... April 11		<input type="checkbox"/> Rob Young
Shared with Everyone	... April 11		<input type="checkbox"/> Rob Young
Court Cases 2012	... April 11		<input type="checkbox"/> Rob Young
Legislative Process Report	... April 11	 	<input type="checkbox"/> Rob Young

In the **Shared With** dialog box, select **Can view** or **Can edit** next to the person you want to stop sharing with, and then select **Stop sharing**.

Share 'Asia Q3 Marketing Overview Beta'

Shared with Zrinka Makovac and Garth Fort

- Invite people
- Get a link
- Shared with

	Alex Darrow Marketing Assistant, Sales & Marketing	Owner
	Garth Fort Web Marketing Manager, Sales & Marketing	1 Can view ▾
	Zrinka Makovac	Can edit
		Can view
		2 Stop sharing

EMAIL EVERYONE ADVANCED