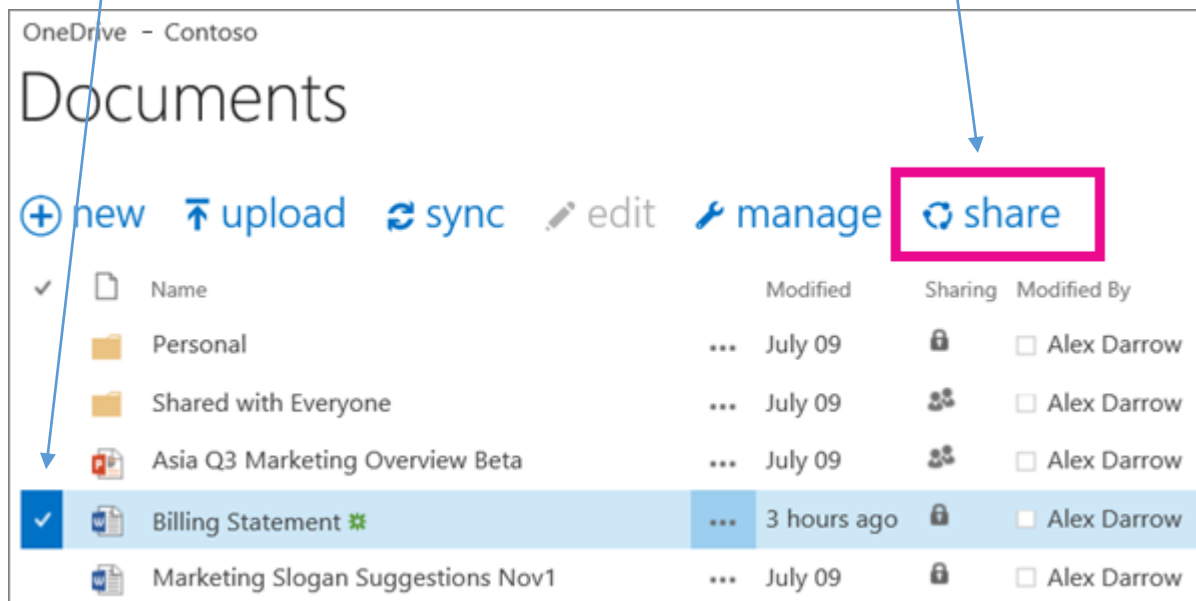
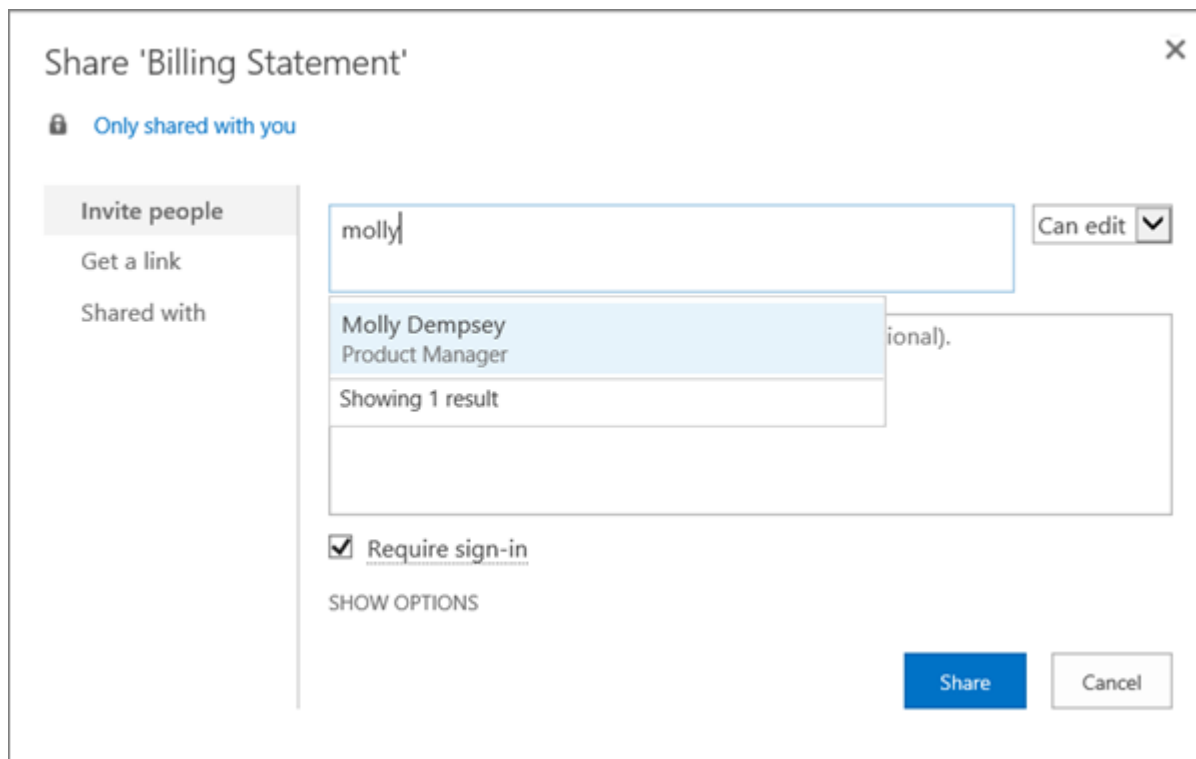


## OneDrive – Sharing files or folders with others

1. Select the file or folder you want to share, and then select **Share**.



2. In the **Share** window, type the email address of each person you want to share the file or folder with. As you type each name, suggestions appear that match your contacts. When you see the name you want, select it to add it to the invitation list.



The screenshot shows the 'Share' window for a file named 'Billing Statement'. The window has a title bar with a close button (X). Below the title bar, there is a lock icon and the text 'Only shared with you'. On the left side, there is a sidebar with three options: 'Invite people' (selected), 'Get a link', and 'Shared with'. In the main area, there is a text input field containing 'molly'. To the right of the input field is a dropdown menu labeled 'Can edit' with a downward arrow. Below the input field, a list of suggestions is displayed, with the first suggestion 'Molly Dempsey Product Manager' highlighted. Below the suggestions, it says 'Showing 1 result'. At the bottom left, there is a checkbox labeled 'Require sign-in' which is checked. Below the checkbox is a link that says 'SHOW OPTIONS'. At the bottom right, there are two buttons: 'Share' (blue) and 'Cancel' (gray).



3. Select the permission in the list that you want to grant people.

You can change the permission later for any person.

4. If you want, type a message to send to all the people you're inviting.

The email message invitees receive will include a link to the shared document.

5. If you don't want to send an email to invitees, click **Show Options**, and then clear **Send an email invitation**.

6. Click **Share**.