



# How to Share a OneDrive document

This tutorial will show you how to share a file/folder with another user

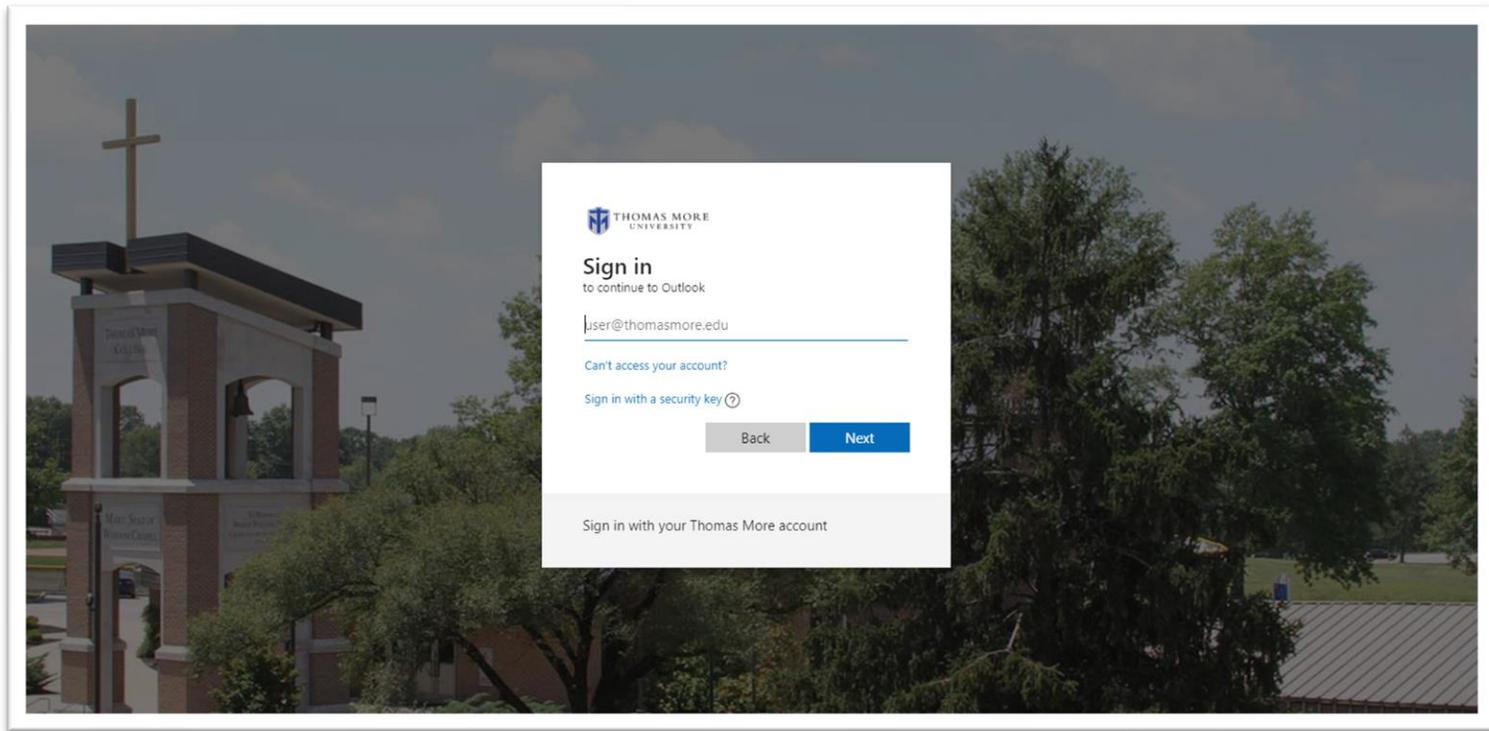
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If you need any assistance please contact the IT Helpdesk in one of the following ways.  
Browse to [www.helpdesk.thomasmore.edu](http://www.helpdesk.thomasmore.edu), call 859-344-3646, email [helpdeskticket@thomasmore.edu](mailto:helpdeskticket@thomasmore.edu), or stop by the Computer Center on the lower level of the administration building.

# Sign into your Thomas More email



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# Click on the menu button

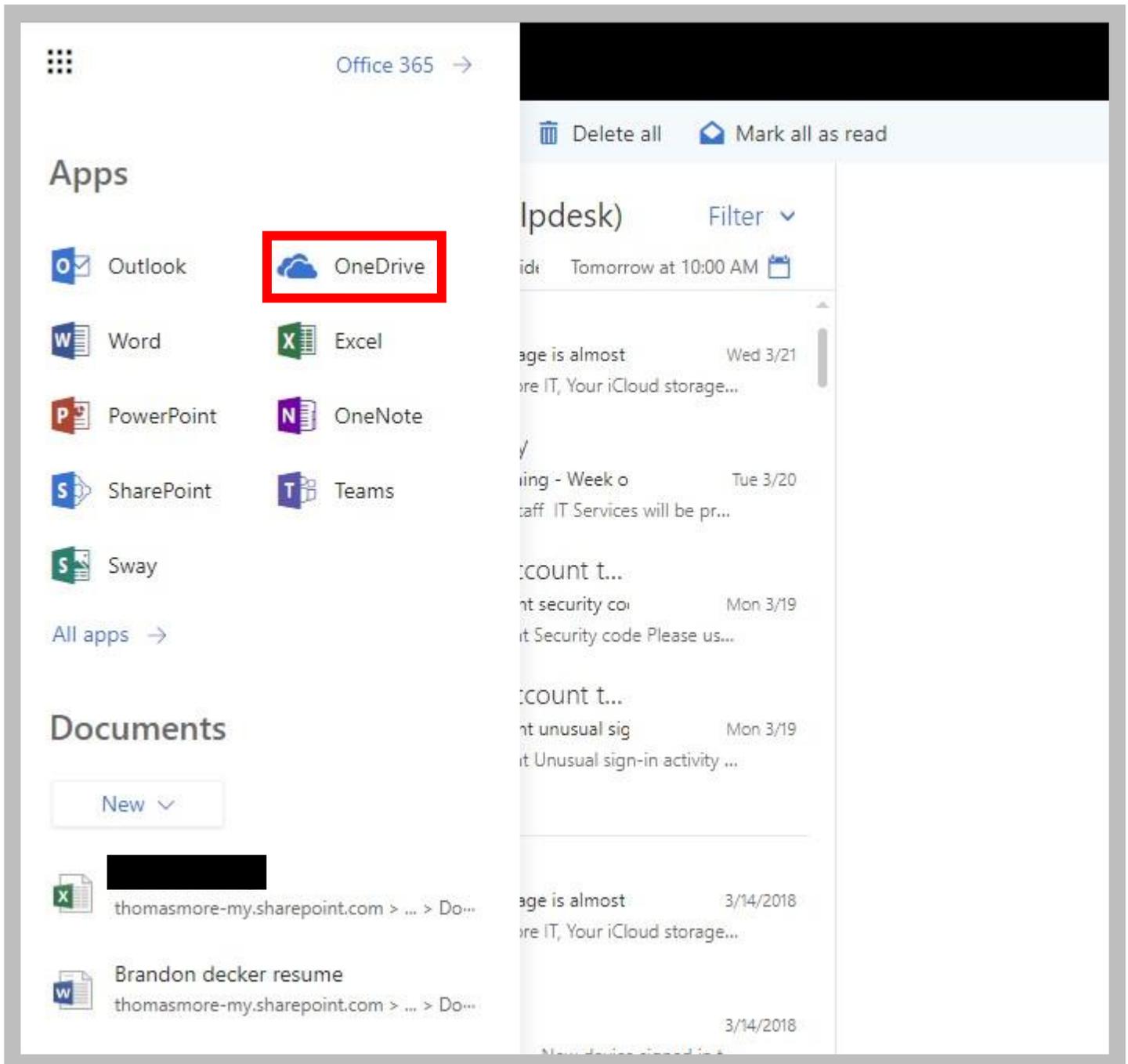
The screenshot shows the Outlook interface with the following elements:

- Top Bar:** Office 365 | Outlook
- Search Bar:** Search Mail and People
- Actions:** New | Delete all | Mark all as read
- Left Navigation Panel:**
  - Folders
    - Saved Items
    - Nagios 554
    - Helpdesk Template
  - Decker, Brandon James
    - Inbox
    - Drafts 6
    - Sent Items
  - Deleted Items 181
  - Archive
  - Archive1
  - Cognos 11
  - Cognos Reports
  - Conversation Histo
  - Helpdesk Template
  - Junk 11
  - Junk Email 5
  - Nagios 554
  - Notes
  - RSS Subscriptions
  - Saved Items
- helpdesk

- Main Pane:**
- Inbox (helpdesk)** Filter
- Next:** Training Vid Tomorrow at 10:00 AM
- iCloud:** Your iCloud storage is almost full. Wed 3/21. Dear Thomas More IT, Your iCloud storage...
- Kelley, Shelly:** Technology Training - Week o. Tue 3/20. To: Faculty and Staff IT Services will be pr...
- Microsoft account t...:** Microsoft account security coi. Mon 3/19. Microsoft account Security code Please us...
- Microsoft account t...:** Microsoft account unusual sig. Mon 3/19. Microsoft account Unusual sign-in activity ...
- Two weeks ago**
- iCloud:** Your iCloud storage is almost full. 3/14/2018. Dear Thomas More IT, Your iCloud storage...
- Google:** Security alert. 3/14/2018. TMCITHelpdesk New device signed in t...
- Kelley, Shelly:** Technology Training Today. 3/14/2018. Reminder Notice! To: Faculty and Staff IT ...

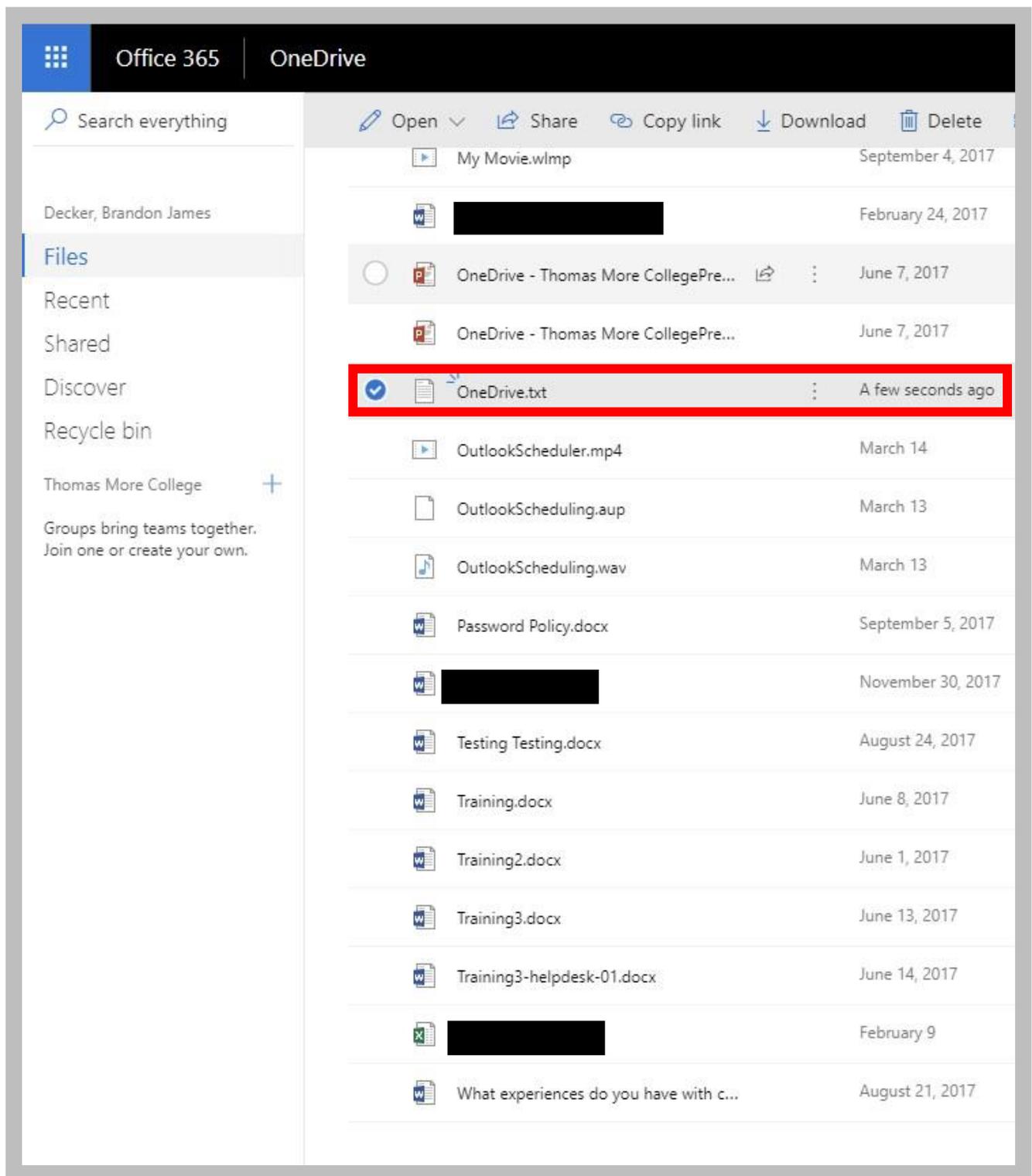
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# Click the “OneDrive” button



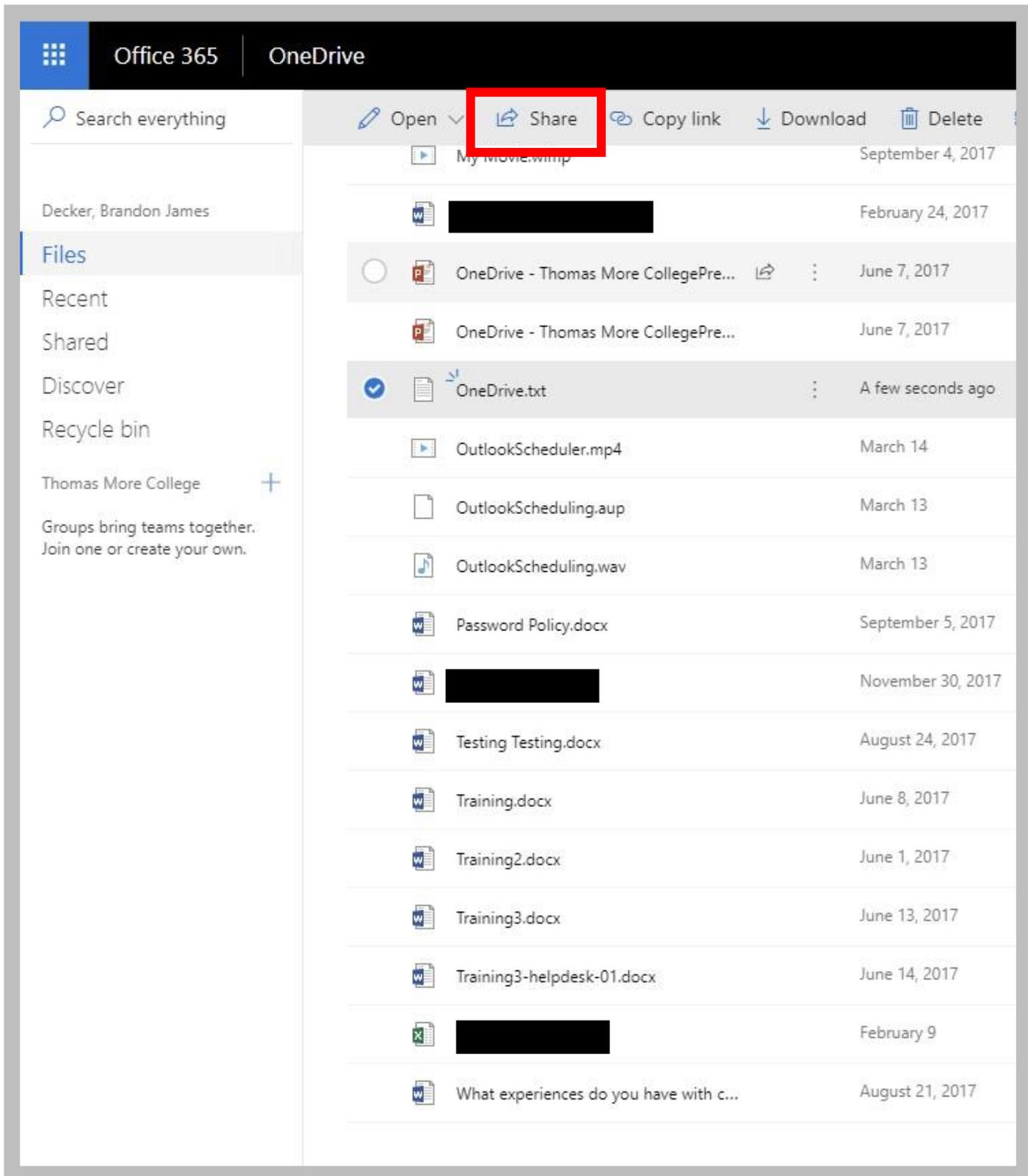
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# Find Which File/Folder You Would Like to Share and click the check box next to it



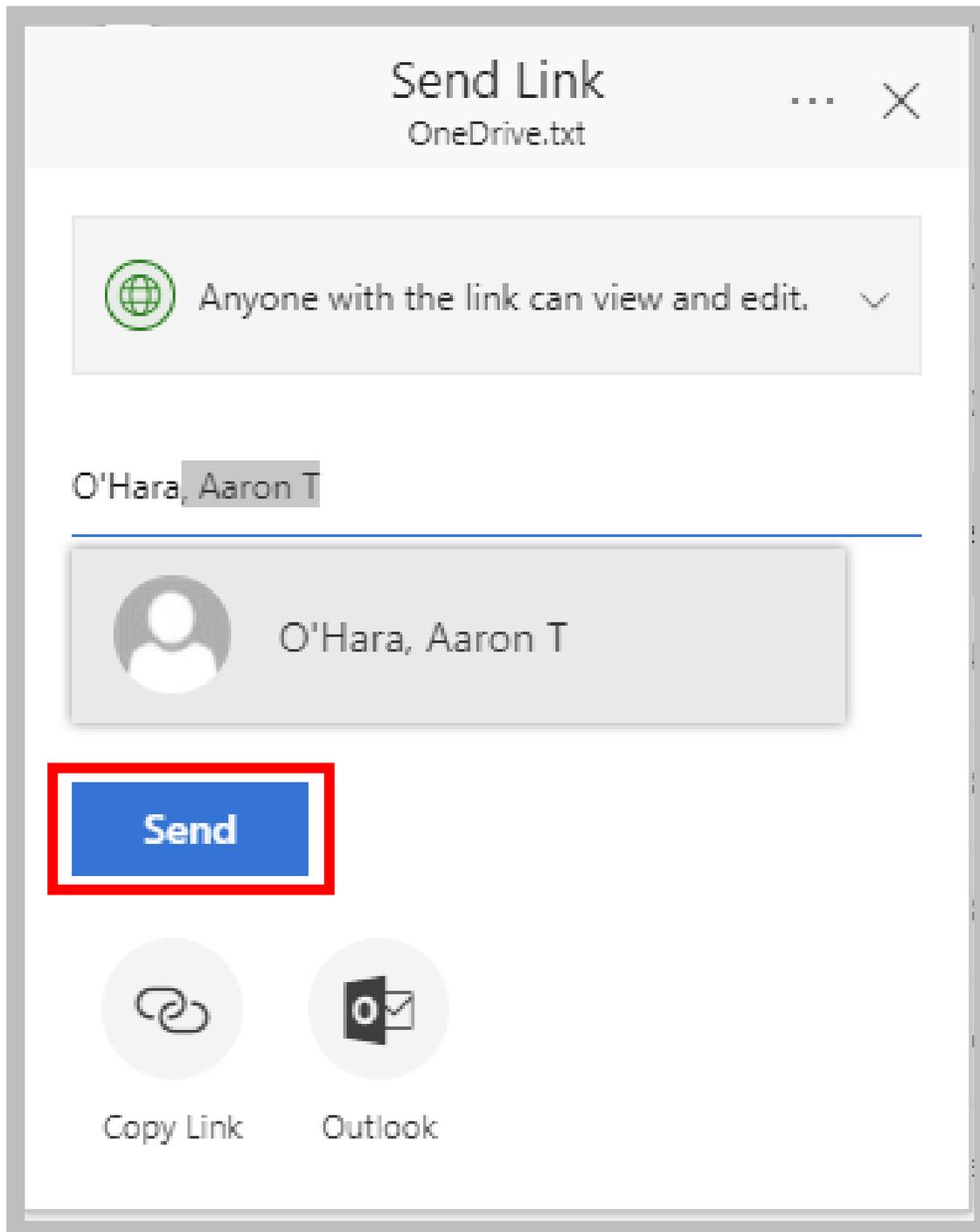
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# Click the “Share” Button



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## Enter the Last Name or Email of the Person who you are sharing the File With and Click “Send”



You can change who has permissions by clicking on the drop down box.

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## Select who you want to have access to the document and click apply

Link Settings  
Ch11 C++ (7 items)

Who would you like this link to work for? [Learn more](#)

- Anyone
- People in Thomas More College
- People with existing access
- Specific people

Other settings

Allow editing

Set expiration date

**Apply** Cancel

If you want the end user to have read-only permissions, you can unselect the “Allow editing” check box.

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