

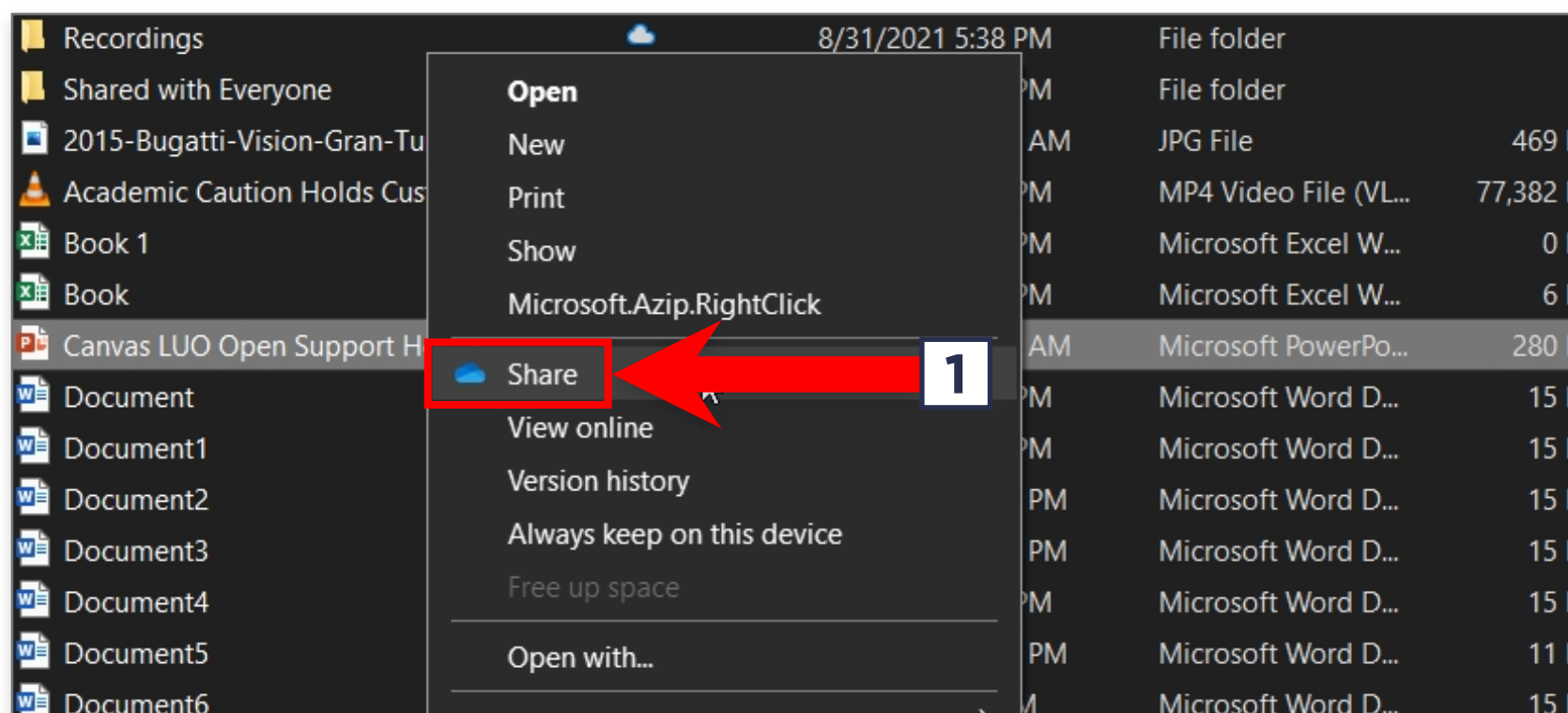
File Sharing Best Practices for OneDrive

Microsoft OneDrive contains features that allow users to share documents and files for review, co-editing and other purposes. When file sharing documents, it is important to remember that files can be forwarded outside of the intended recipients if shared settings are not configured correctly. This document is intended to review best practices for file sharing at Liberty University.

Sharing Files in OneDrive

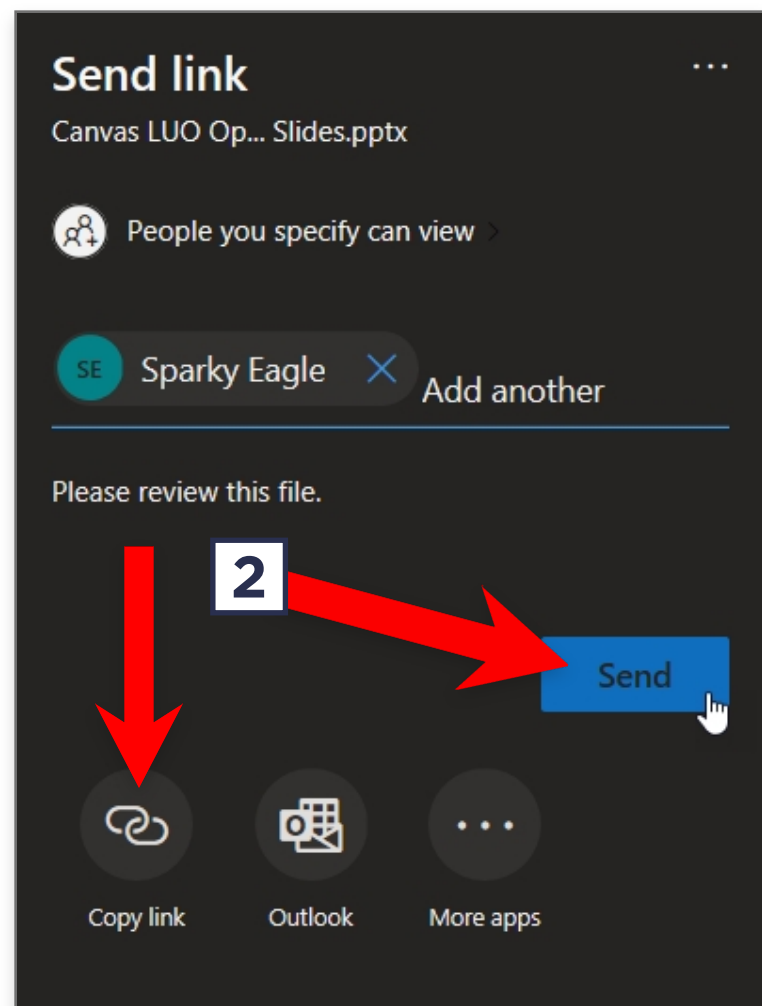
To securely share a file in OneDrive through the OneDrive application or online:

Step 1: Locate the file you wish to share in either **File Explorer** (Windows), **Finder** (Mac) or your **Online OneDrive Account**, then right-click the file and select "**Share...**" or click "**Share**".



Step 2: Enter the intended recipients email addresses in the **Email** field, then click **Send**. The specified users will be granted access to the file and will receive an email notification.

You can also click **Copy Link** instead of **Send**, however users that do not already have access will not be able to view the link.

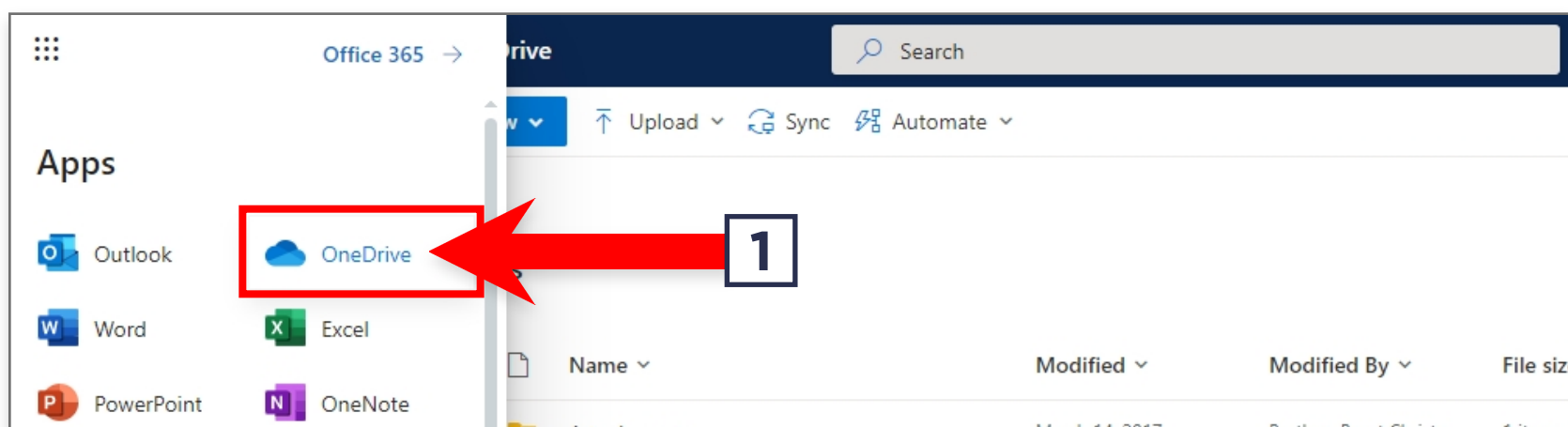


Modifying Shared Files, Folders or Links

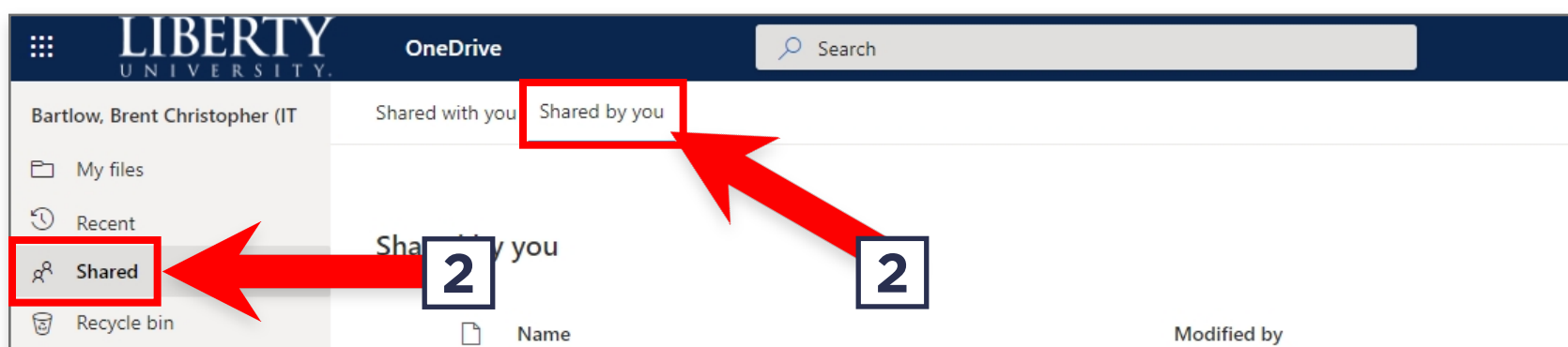
The best way to share files using OneDrive is to only share the files with the users that need to access them. To modify who can access a file, folder or link after it has been shared, follow these steps:

Modifying OneDrive Sharing Permissions

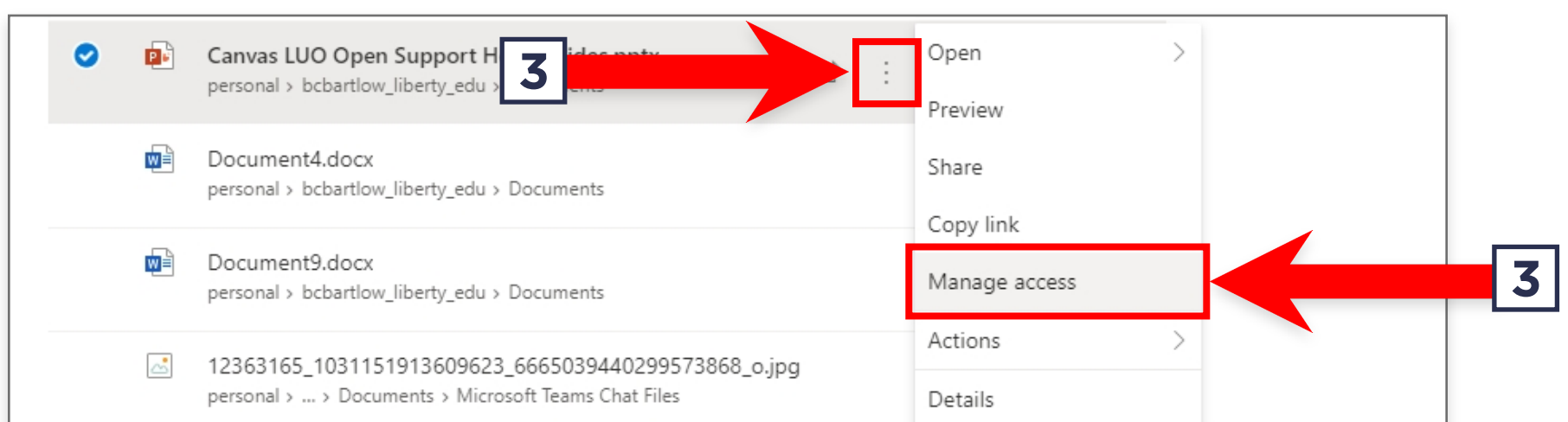
Step 1: Log into your Office365 account, then navigate to **OneDrive** from the navigation menu.



Step 2: Select **Shared** from the OneDrive navigation options, then click **Shared by You** at the top of the screen.



Step 3: Select a file, then click the **3-Dot More Options** button and select **Manage Access**.



Step 4: In the right side panel, you can stop sharing the file and modify user access, including sharing to new users, removing users and more.

The screenshot shows the OneDrive interface. On the left, a list of files is displayed. The file 'Canvas LUO Open Support Hours Slides.pptx' is highlighted. A red arrow points from this file to the 'Manage Access' panel on the right. In the 'Manage Access' panel, the 'Stop sharing' link is highlighted with another red arrow. The panel also shows a list of users with access to the file, including 'Bartlow, Brent Christopher (I...)' and 'SP Migrator'.