

Collaborate in OneDrive

Default Settings

File and folder links

- The default type of link that is selected when sharing files or folders is **Specific people**
- The default permission level is **View**

Limitations and Restrictions

Please refer to the [Limitations and Restrictions](#) page.

Share OneDrive files from your Office apps

To share a file from within Word, Excel, PowerPoint, or another Office app:

1. Select  **Share** on the ribbon (generally located on the right side of the ribbon).
Or, select **File > Share**.
Note: If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it.
2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.

×

Send link

...



 People you specify can view >

To: Name, group or email

Message...

Send

Copy link

Outlook

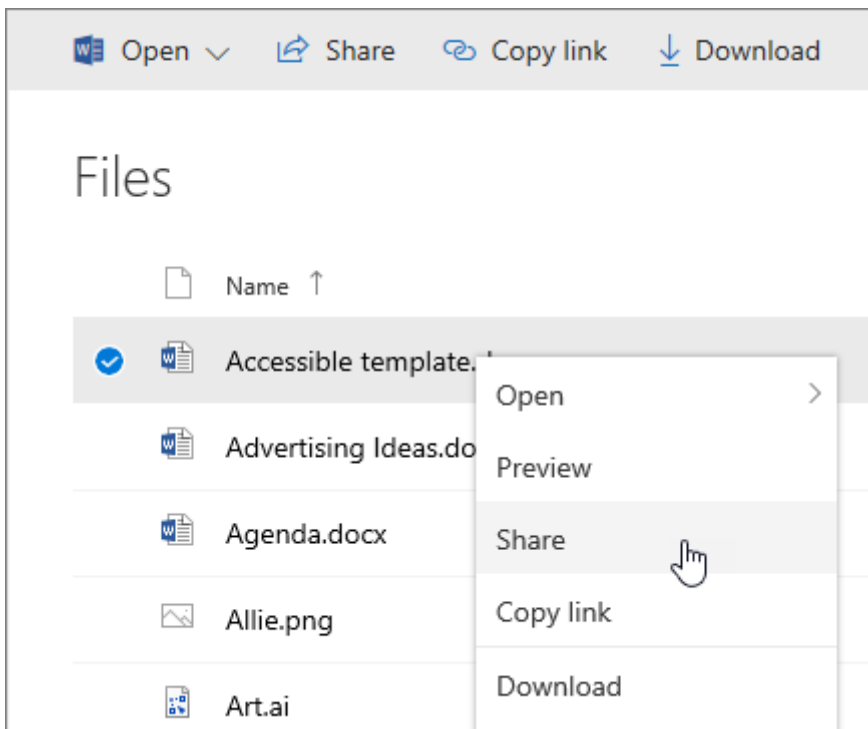
 Send a copy 

Share files from OneDrive on the web

1. Right click the file and select **Share**.

Or, select a file and select  **Share** on the toolbar.

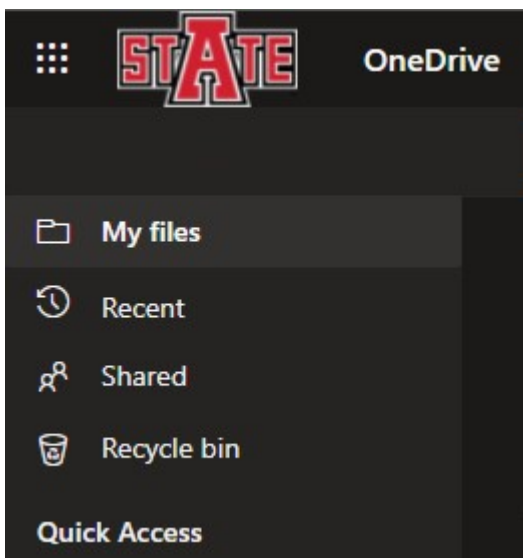
2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.



Change views

The left pane lets you filter your view of items in OneDrive.

- **My Files** - See all of your OneDrive files and folders.
- **Recent** - See which Office documents you've opened most recently, whether you've modified them or not.
- **Shared** - See items that you've shared with other people and that other people have shared with you.
- **Recycle bin** - See items and folders that you've deleted.

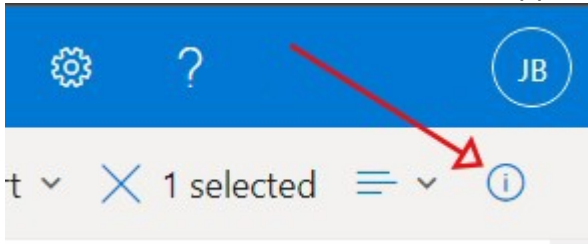


Stop or change sharing

If you are the file owner, or have edit permissions, you can stop or change the sharing permissions.

1. Select the file or folder you want to stop sharing or change.
2. Right click on the file and select **Manage access**.

Or, select **Information** icon in the upper-right corner to open the **Details** pane.



Under the **Has access** section, select **Manage access**.

3. To remove or change the sharing permissions
 1. To completely stop sharing the item, select **Stop sharing** at the top of the **Manage Access** pane.
 2. To remove a link or change the permissions, click the three dots next to the link to open the **Link settings** pane.
 - To delete the link, select the **X** next to the link.
 - To change the link permissions, select the dropdown arrow under **Link settings** and choose the appropriate permission setting (**Can Edit** or **Can View**).



select the **X** next to the account you

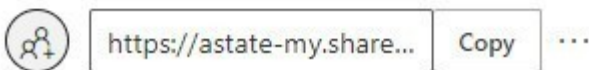


to link, under the section **This link works**
link and type in the user's name or email

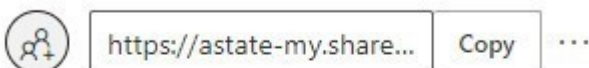
Manage Access

Stop sharing

Links giving access ⓘ [Share](#)



People you specify can edit



People you specify can view



Direct access ⓘ [+](#)



Owner



 Manage access



[https://\[redacted\]...](https://[redacted]...)

Copy



People you specify can edit

Link settings

 Can edit

This link works for

Specify people for this link



[redacted]





[redacted]

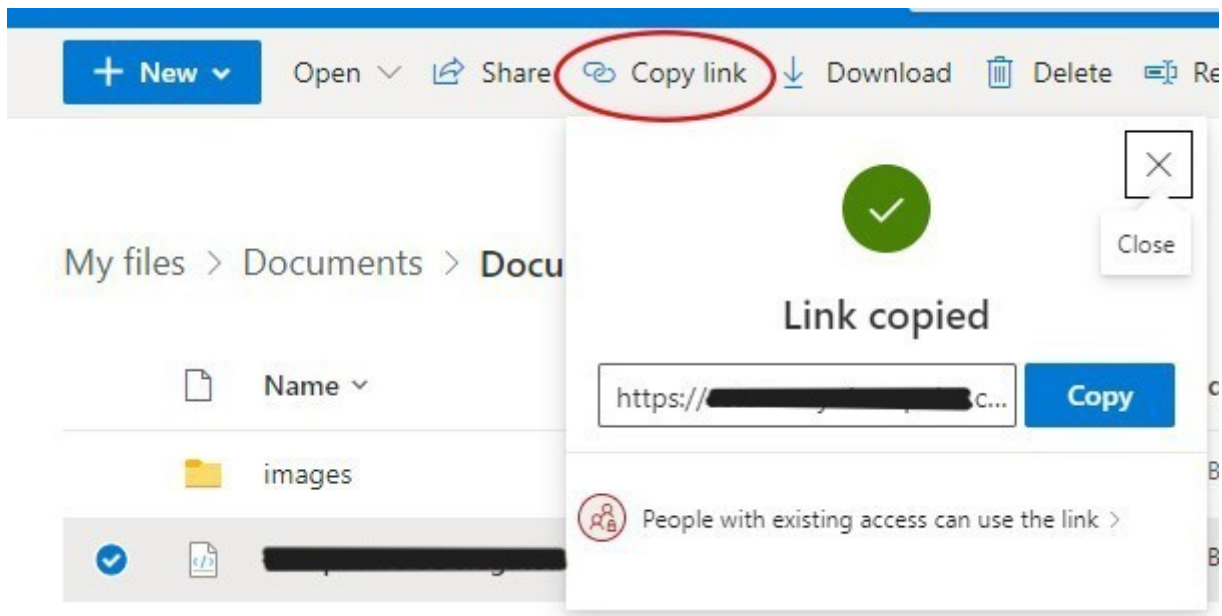


Save

Discard

Copy link

- Select a file and select  **Copy link.**
- Or, right click a file and select **Copy link.**



Additional Microsoft resources

- [Quick Start Guide](#)
- [OneDrive Training](#)
- [OneDrive Restrictions and Limitations](#)
- [OneDrive Help](#)
- [Download PDF: OneDrive Quick Start Guide](#)

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