

Sharing File and Folders in OneDrive

Overview

By default, the files in your OneDrive are private. You control access by sharing them. Shared folders with **Edit** permissions can be added to another user's OneDrive, allowing them to sync and work on the files offline.

Caution: When sharing folders with **Edit** permissions, recipients can see *all* contents of the folder. Be mindful of what you share.

Note: Recipients can only add **folders** to their OneDrive—not individual files. If you want to share only specific files, place them in a folder first.

Sharing Options

When sharing in OneDrive, you have two main choices:

- **Copy link** – Creates a link that can be shared broadly (social media, email, etc.). Anyone with the link can view or edit (based on permissions you choose).
- **Specific people** – Grants access only to the individuals or groups you select.

Tip: You can also right-click a file/folder in the OneDrive desktop app and select **Share a OneDrive link**. By default, this link allows editing. To adjust permissions, use the steps below.

How to Share Files and Folders

1. Go to the [OneDrive website](#) and sign in with your A-state account.
2. Select the file(s) or folder(s) you want to share.
 - **List view** – click the circle to the left of the item.
 - **Tiles view** – click the circle in the top-right of the item.
3. At the top of the page, click **Share**.
4. Choose one of the following link types:
 - **People in [Your Organization]** – Anyone in your organization with the link can access.
 - **People with existing access** – Sends a link without changing permissions.
 - **Specific people** – Only individuals you enter will have access.
5. (Optional) Under **Other settings**, adjust:

- **Allow editing** (default ON) – Lets recipients modify or delete items. Turn off to make the link view-only.
- **Block download** – Prevents downloads; users can only view online.
- **Expiration date** – Set a date when the link stops working (*Microsoft 365 only*).
- **Password** – Require a password to open the link (*Microsoft 365 only*).
- **Open in review mode only** – For Word files, restricts recipients to comments/suggestions.

6. Click **Apply**.

7. Select **Copy link** (or **Send**) and share it via email, chat, or post.

- Links will appear as <https://1drv.ms/> shortened URLs.

Troubleshooting Sharing Links

- If a link **stops working**, it may be because:
 - The file/folder was moved or renamed.
 - The owner stopped sharing it.
- If you move new files into a shared folder, you may need to share them again.
- To fix a broken link you created, simply generate a new sharing link.

For further assistance, contact the ITS Help Desk at 870-972-3933 or stop by IT Support Services (itsupportservices@astate.edu). It is located on the bottom floor of the Dean B. Ellis Library, Room 149.

Revision #8

Created 2025-08-28 13:51:59 UTC by Josh Breytspraak

Updated 2025-10-08 20:01:44 UTC by Kelsie McDole