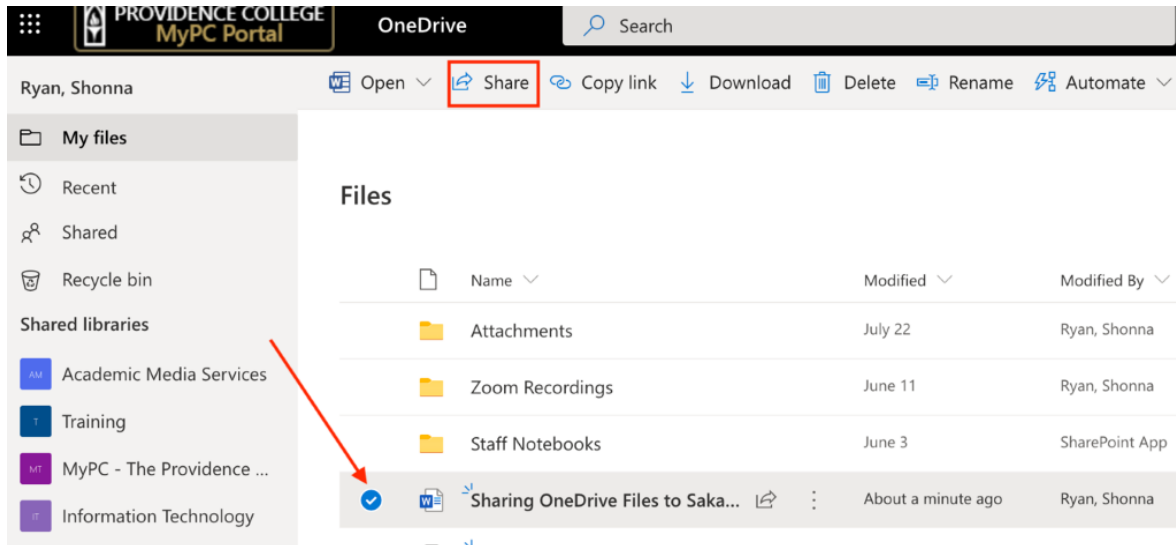
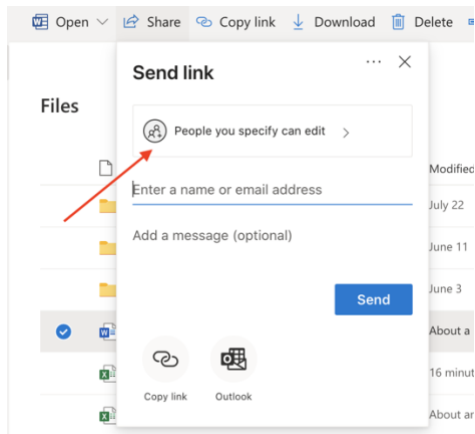


## Sharing OneDrive Files

1. Once you have uploaded or created your file in OneDrive and are ready to share, select the file and click “Share”.



2. Since you will be sharing the link with more than one person, you will want to make sure that the privileges are set to “People in Providence College with the link”. If this is not the option displaying, click on the privilege settings box.





3. Select “People in Providence College with the link” and then click “Apply”.


×


## Link settings

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

 Anyone with the link ⓘ


 **People in Providence College with the link** ✓

 People with existing access


 Specific people

**Other settings**

☒ Allow editing

 Open in review mode only ⓘ

☐

 Block download

☐ ⓘ


Apply

Cancel

4. Now, click “Copy Link”. If this link is shared with anyone at PC they will now be able to both view and edit the file.

... ×


## Send link


 People in Providence College with the link can edit >

Enter a name or email address

Add a message (optional)

Send

 Copy link

 Outlook