## **Sharing Files in OneDrive**

1423 Laurie Sherrod October 19, 2022 Office 365

If you would like to share files with Clemson or non-Clemson users, one tool to use is Microsoft OneDrive. It is available at <u>365.clemson.edu</u>. Here are some instructions for a Clemson user to share a folder in OneDrive.

1. You should first create a folder in OneDrive and click on the share link beside the folder.

		Security	July 18, 2017		1 item	Private
	8	Shared with Everyone	May 20, 2015		2 items	я <sup>я</sup> Shared
$\circ$		Training Classes	January 24, 2017	-	9 items	Private
		UDrive Share th	e selected item with other pe March 21, 2016	ople	26 items	Private
		ClemsonSecurityForNewStudents.pptx	March 12, 2018		47.8 MB	я <sup>q</sup> Shared

2. "People you specify can edit" will be the default permission. Enter an email address for the person with whom you want to share.

a. If it is a Clemson address (<u>username@clemson.edu</u>), you will see a screen like this. Click **Send**.



b. If it is an external email account, you will see a screen like this. Click Send.

Send link	^
People you specify can edit >	
l@gm ×	
Add another	$\mathcal{O}$ $\sim$
(i) I@gmail.com is outside of your organization.	
Message	
	Send
C)	
Copy link Outlook	

3. Your collaborator will get an email that looks like this. They need to click **Open**.

Y	shared the folder "Training Classes" with you. > Interx							
() t	9:35 AM (0 minutes ago) 😚	4	:					
	I shared a folder with you							
	Here's the folder that shared with you.							

4. If the collaborator is an external user, when they open the link they will be asked for a verification code that will be sent to their email address. Once they enter the code, they will click **Verify**.

Microsoft						
Enter Verification Code						
You've received a secure link to:						
To open this link, enter the code we just emailed to <b>@gmail.com</b> . <u>Send</u> again						
31753322						
Verify						
Keep me signed in						

5. Now a window will open with the shared folder. If the collaborator is a Clemson user, it will open OneDrive showing the folder. If the collaborator is an external user, they will see a window like this that allows them to view, select or download the files.

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			o 📭	AdvancedPowerPoi 🖄 :	March 8, 2017		47.8 MB	R <sup>R</sup> Shared	
			•	Box Tech Talk 2017.pptx	March 1, 2017		4.40 MB	R <sup>R</sup> Shared	
				EbayPresentation.pptx	October 14, 20		12.3 MB	R <sup>R</sup> Shared	
				Microsoft OneDrive.pptx	April 5, 2016		5.50 MB	R <sup>R</sup> Shared	
			•	Microsoft OneDrive1.pptx	March 1, 2017		5.50 MB	R <sup>R</sup> Shared	
			•	MS OneDrive Class Notes.docx	January 24, 2017		12.4 KB	R <sup>Q</sup> Shared	

If no files are selected, they may also upload files to your folder.

	OneDrive	✓ Search	
		+ New 🗸 👎 Upload 🗸 🖻 Share 🔹 Copy link	G Sync ⊥ Download
Ð	My files		
3	Recent	Files > Training Classes	
RR	Shared		
6	Recycle bin	🗅 Name 🗸	Modified ${}^{\checkmark}$ Modified By
Sha	red libra Create shared libra	About Me .pptx	November 9, 2
\$7	Security Training Create shared library	AdvancedPowerPoint3.pptx	March 8, 2017

If you have more questions about this, email <u>ITHELP@clemson.edu</u> or call 864-656-3494.

Online URL: <u>https://hdkb.clemson.edu/phpkb/article.php?id=1423</u>