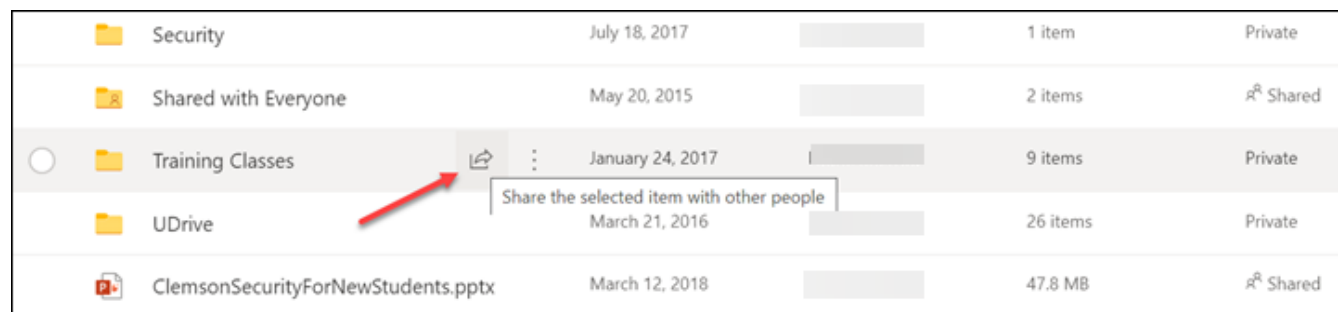








Sharing Files in OneDrive

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 365.clemson.edu. 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
	Shared with Everyone	May 20, 2015		2 items	Shared
	Training Classes	January 24, 2017		9 items	Private
	UDrive	March 21, 2016		26 items	Private
	ClemsonSecurityForNewStudents.pptx	March 12, 2018		47.8 MB	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 (username@clemson.edu), you will see a screen like this. Click **Send**.

...

×

Send Link




People you specify can edit >

tiger@clemson.edu|


JS

Clemson Tiger

Send




Copy Link




Outlook

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  




l@gmail.com is outside of your organization.

Message...

Send

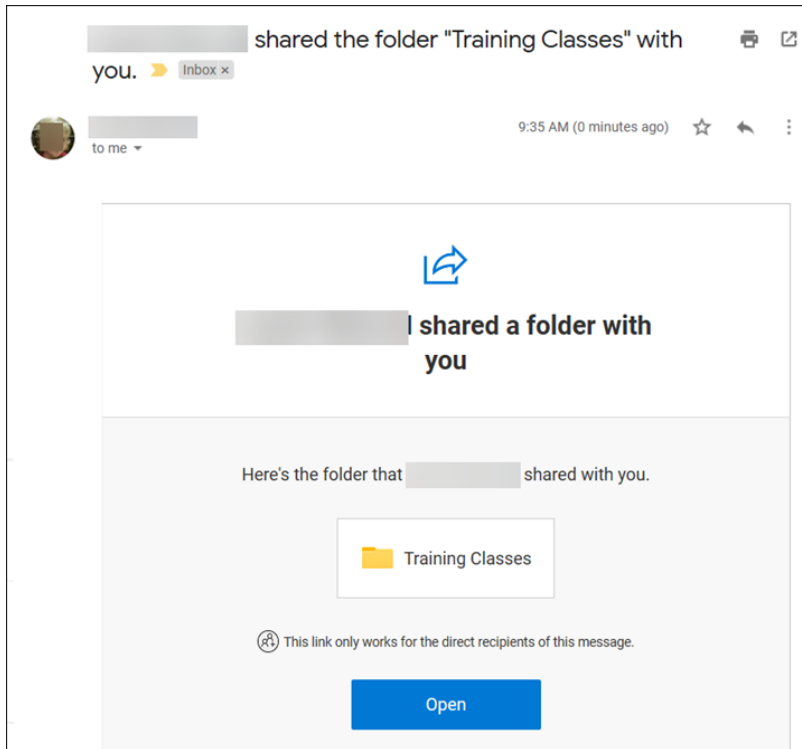


Copy link



Outlook

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



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**.



Enter Verification Code

You've received a secure link to:



Training Classes

To open this link, enter the code we just emailed to [redacted]@gmail.com. [Send again](#)

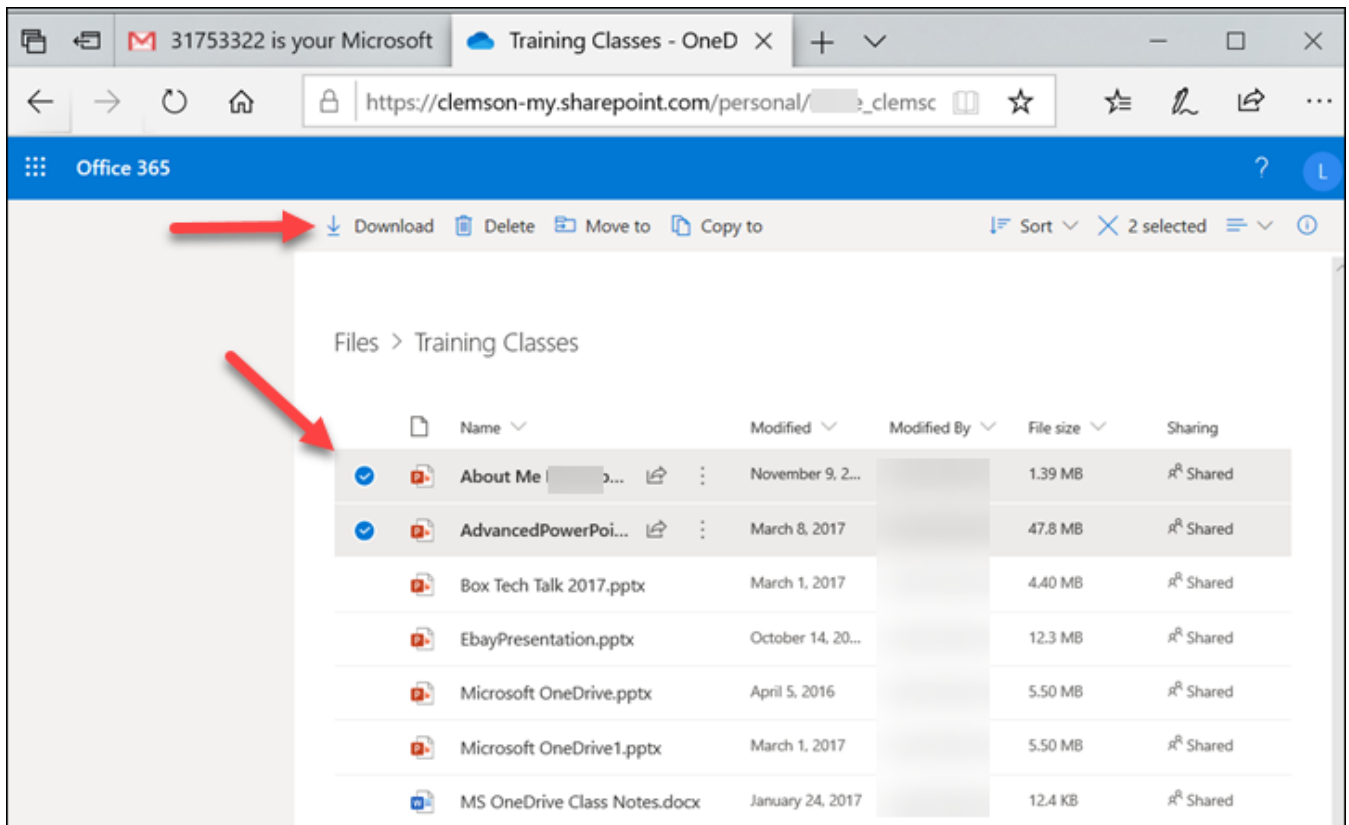


Verify

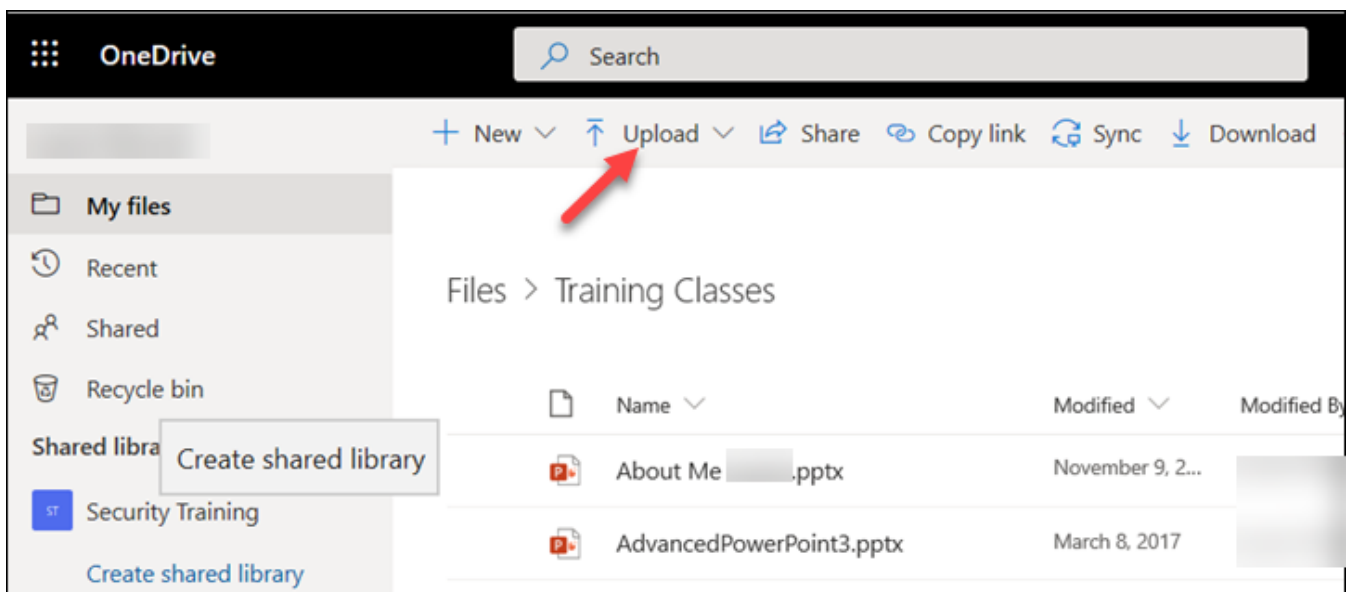
☐

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.



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



If you have more questions about this, email ITHELP@clemsn.edu or call 864-656-3494.

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