

OneDrive File Sharing Options

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ONEDRIVE SHARE PERMISSIONS Below is a description of each option in the "Share" settings.

When sharing with people (students, faculty, or staff) at Clemson, the **People in Clemson University with the link** audience is recommended, and **Set Password** is not recommended. 1. Audience Setting Options:

Anyone with a Link " With this setting, anyone who clicks the link can have access, but this access must

expire within 30 days. **People in Clemson University with the link** (Recommended) With this setting,

anyone who can login with Clemson username and password and access the file. **People with existing**

access " With this setting, those who were invited to the OneDrive folder where the file lives and those

previously invited to the file will be able to access the file. This setting is often used when a collaborator or

viewer cannot remember how to access the file and you need to send them a link. **Specific People** - With

this setting, you can invite new people to access your file. 2. Other Setting Options: (When "People with

existing access" is selected, none of these are available.) **Allow editing** " If this checkbox is checked,

then the specified audience can edit the document. **Open in review mode only** " Only available for Word

files, this setting restricts the selected audience's editing rights so that they can only leave suggested

changes and comments when this toggle is in the "On" position. **Expires [!]** " When the

"Anyone with a link" audience is selected, this field sets the date when this audience will no longer be

able to access the file. This date must be within 30 days of the day that access is granted. **Set Password** "

This field can be used to add an extra layer of security that is not generally necessary for Canvas courses.

Forgotten passwords may cause you to lose access to your file. **Block download** " If "Allow editing" is

unchecked, it is possible to toggle this setting so that audiences will not be allowed to download the file. ^

For alternate descriptions of these setting options, see [Share OneDrive files and folders](#). ^ If you have more

questions, email ITHELP@clemson.edu or call 864-656-3494.

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