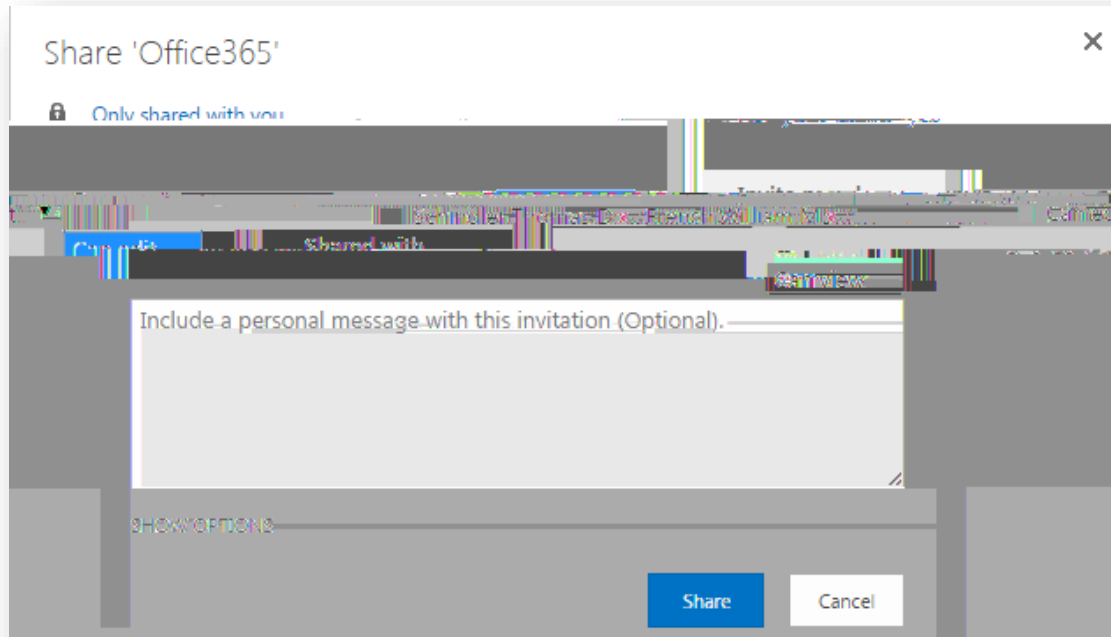




SHARE FILES IN ONEDRIVE

8. A dialog box appears. Verify the folder/file name is the correct file/folder you wish to share.
9. Either type the name or email address of the person(s) you wish to share these files with.
10. Set permissions by selecting either **Can Edit** or **Can View**:
 - a. **Can Edit**: allows those you share the files with to view and make changes
 - b. **Can View**: allows those you share the files with to view only



11. **Optional**: Enter a personal message to be sent with the invitation to the file/folder.
12. Click the **Share** button.
13. An email invite will be sent to the individuals you shared the files with and a copy of the invitation will arrive in your Inbox.

SHARE FILES IN ONEDRIVE

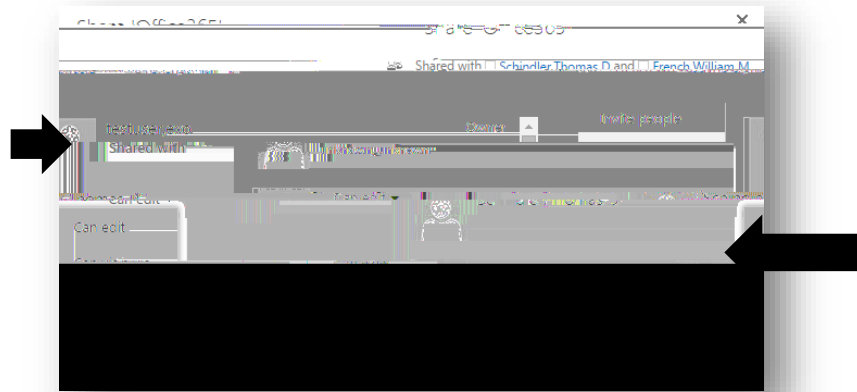
VIEW/EDIT SHARED FILE PERMISSIONS:

Follow the steps below to view and change shared permissions. The University of Akron Information Security Office recommends you review these permissions at least quarterly and remove individuals who no longer need access.

1. Open a web browser and navigate to <https://login.microsoftonline.com>.
2. Enter your University of Akron email address and press either the ENTER or TAB key.
- 3.

SHARE FILES IN ONEDRIVE

8. Select **Shared With** in left side of the Share window.
9. View the permissions for each individual in the menu to the right of their name.
10. Change permissions as needed. **Stop Sharing** will remove **ALL** permissions from the selected user.



11. Click **Save Changes**.