

VIRTUAL bits & tips

#11



OneDrive *Sharing Folders/Files on One Drive*

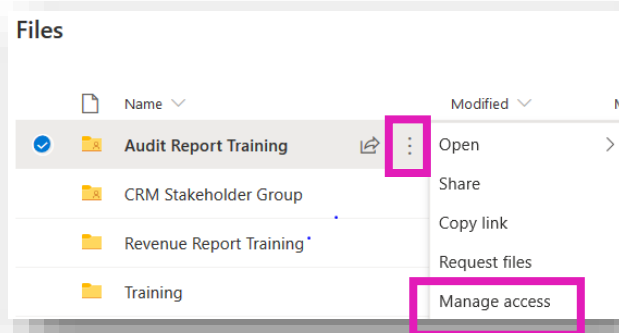
Give your colleagues easy access to folders and files via One Drive, where they can access them directly from their One Drive home page.

Go to myoffice.uwo.ca. Log in and click on  OneDrive

To Grant Access

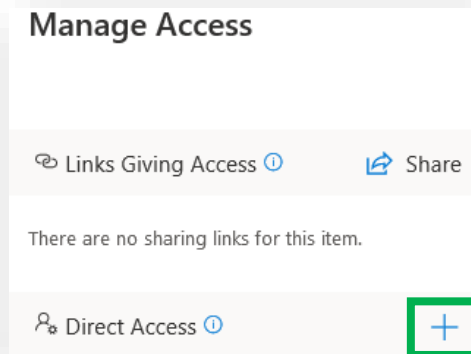
1

Under **Files**, next to the folder or file name you want to share, click on **more options** (three dots). Click **Manage access**.

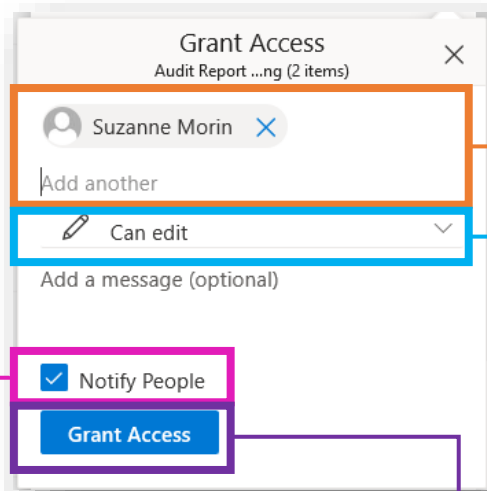


2

Next to **Direct Access**, click +



3



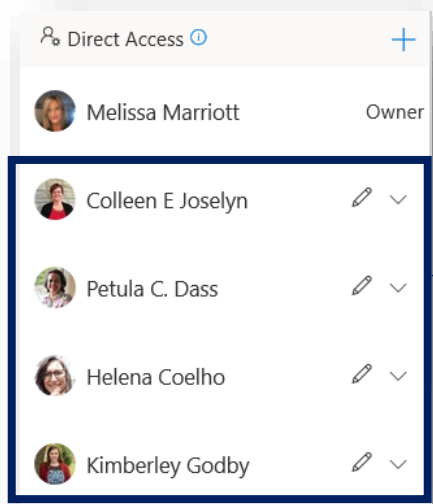
Enter the name(s) of colleagues that you would like to grant direct access to.

The default is set to **Can edit**. This means that the people you grant access to can make changes on files within the folder you are choosing. Alternatively, click the drop-down to select the option **Can View** (cannot make changes).

The default is set to **Notify People**. They will receive notification that they have been granted access to the folder.

When finished, click **Grant Access**. Recipients will have access to the folder you selected, and any sub-folders and files within the folder you selected.

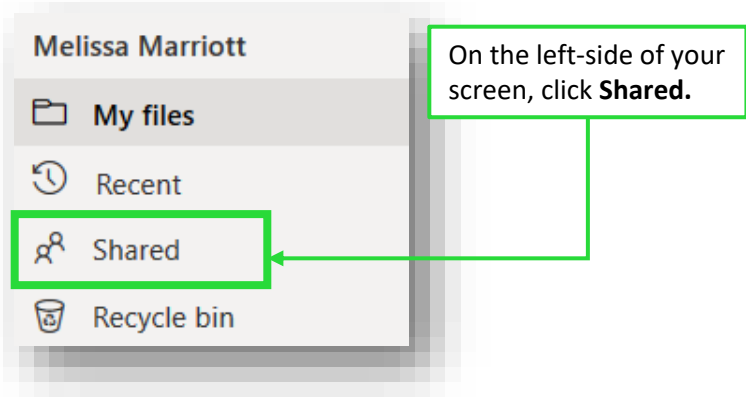
4



To review who you have granted access to, next to the file name click on **Manage Access** again. A list of those who have access will appear to the right of your screen under **Direct Access**.

To Locate Folders/Files you have been granted access to, or that have been shared with you

1



Melissa Marriott

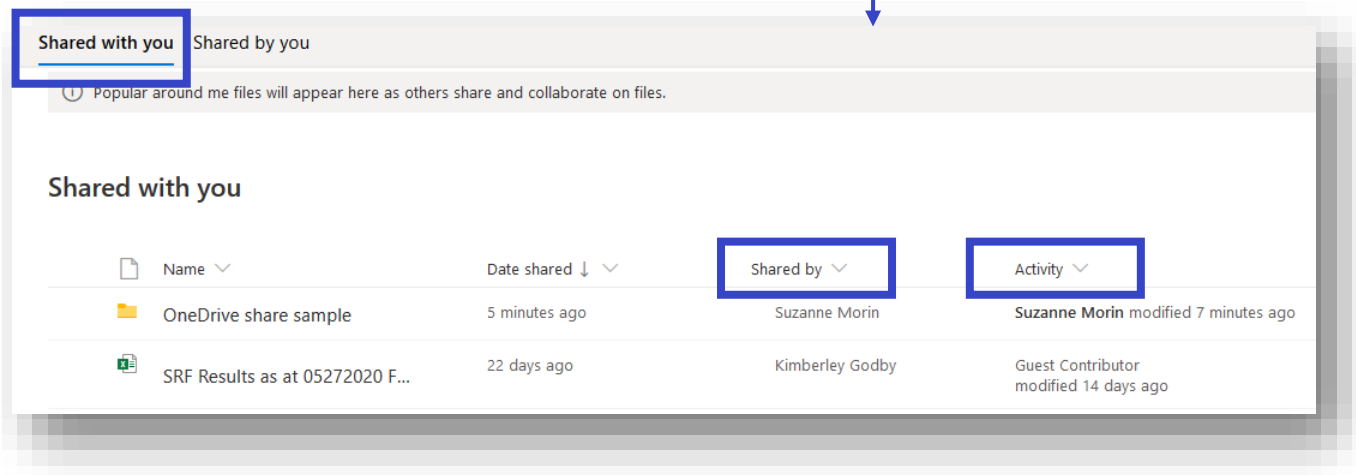
- My files
- Recent
- Shared**
- Recycle bin

On the left-side of your screen, click **Shared**.

2

Under Shared with you, you will see a list of folder and files that have been shared with you, or that you have been granted direct access to.

It will show you who shared it, and the most recent activity. Click on the file name to view or make changes directly to the file



Shared with you Shared by you

Popular around me files will appear here as others share and collaborate on files.

Shared with you

Name	Date shared	Shared by	Activity
OneDrive share sample	5 minutes ago	Suzanne Morin	Suzanne Morin modified 7 minutes ago
SRF Results as at 05272020 F...	22 days ago	Kimberley Godby	Guest Contributor modified 14 days ago