

Share OneDrive Files and Folders


This document outlines steps to share files and folders on OneDrive. Keep in mind that when you share folders with Edit permissions, people you share with can add the shared folders to their own OneDrive, and any updates they make sync with the shared folder, so everyone with access to the folder is up to date.

How to Share a Folder

1. **Sign in to OneDrive:** Log into Office 365 Microsoft account with your Rutgers department email address and NetID password at <https://connect.rutgers.edu/>.

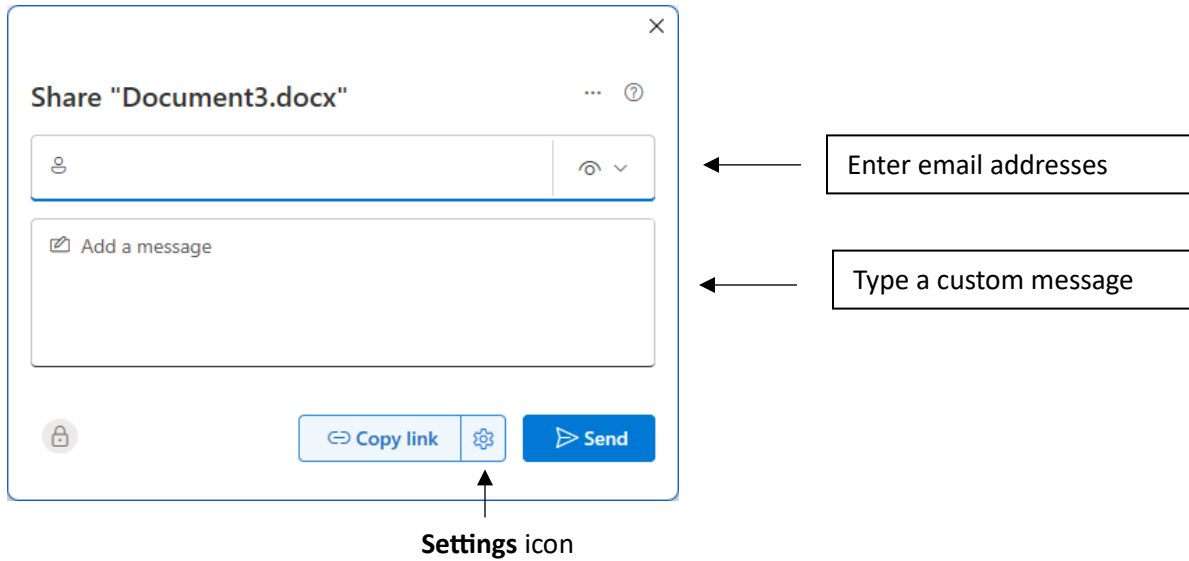
2. **Launch OneDrive** application from the 9 **dotted square icon**  located in the upper left corner.

3. **Select the File/Folder:** Navigate to the file or folder you wish to share or select by selecting “**My files**” located on the left column. Click the **circle** in the top right corner of the file or folder to select it.

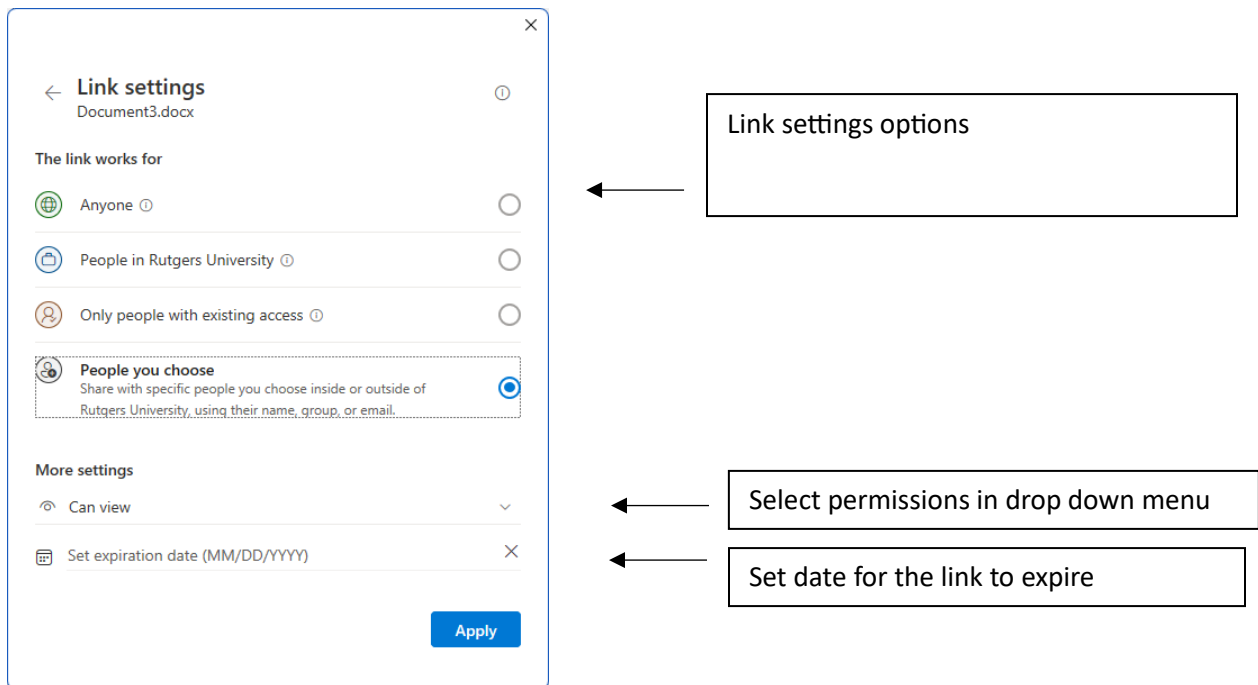
4. Click the **Share**  icon once you hover over the file or folder.



5. **Choose Sharing Options:** You can share the folder with specific people by entering their email addresses or generating a shareable link. *Note:* You can optionally type a custom email message in the “**Add a message**” dialog box.



6. Select the **Settings icon to open the **Link Settings**.**



7. Select an option for who you want to give access to with the **Link Settings:**

- **Anyone** gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.
- **People in Rutgers University with the link** will give anyone in your organization who has the link access to the file, whether they receive it directly from you or forwarded from someone else.

- **Only People with existing access** can be used by people who already have access to the document or folder. It does not change any permissions. Use this if you just want to send a link to somebody who already has access.
- **People you choose** gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.

Under **More settings**, you can set any of the following options:

- **Can View** – recipients can only view the file(s) and can't make changes.
- **Can Edit** – recipients can make changes to the file(s).
- **Can Review** – recipients can suggest changes but can't make them themselves.
- **Can't download** – recipients can view the file(s) but can't download it to their devices.

When sharing folders in OneDrive, it's crucial to understand the different permission levels and their implications. "Can edit" permissions not only allow recipients to modify the contents of the folder, but also to share the folder with others. This can lead to unintended access if not managed carefully.

8. Once you have set all your **link** settings and **permissions**, select **Apply** to share the file or folder.

OneDrive Folder Sharing Best Practices

Best Practices for Sharing Folders

- Use a Dedicated Sharing Folder: Create a specific folder named "SHARE" where you copy folders that you intend to share. This helps keep shared content organized and separate from your private files.
- Carefully Assign Permissions: Always double-check the permissions you assign. Use "can view" for read-only access and "can edit" for collaborative access.
- Set Expiration Dates: Limit the exposure time of shared folders by setting expiration dates. This ensures that access is temporary and reduces the risk of long-term unintended sharing.

Additional Best Practices

- Share Folders, Not Individual Files: For easier self-auditing, share entire folders instead of individual files. This makes it simpler to manage and review permissions.
- Include Recipient Names in Folder Names: Adding the name of the person to the folder you are sharing can help keep track of who you have given access to.

Additional Resources

[OneDrive video tutorials - Microsoft Support](#)