



## Training and Communication

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*Division of Information Technology*

Technology-related learning opportunities and support for VSU Faculty and Staff

# Office 365:

Material adapted from [www.microsoft.com](http://www.microsoft.com)

# Share Documents or Folders in OneDrive for Business



## Share documents or folders in OneDrive for Business

The documents and folders you store in OneDrive for Business are private until you decide to share them. When you share documents and folders, you can decide whether to let people edit them, or just view them. You can also [share documents or folders in a site library](#).

**NOTE** If you're using Office 365, you may be able share documents with external users (people not on your network) by inviting them as "Guests," or by creating and posting guest links. For details, see [Share sites or documents with people outside your organization](#).

### What do you want to do?

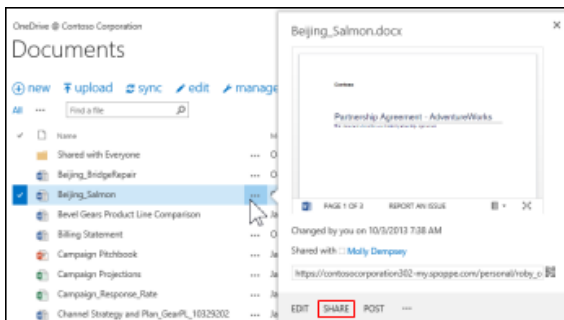
- ⇩ [Share a document](#)
- ⇩ [Share a folder](#)
- ⇩ [Share a document with "Everyone"](#)
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### Applies to:

Office 365 Enterprise, Office 365 Enterprise admin, Office 365 Midsize Business, Office 365 Midsize Business admin, Office 365 Small Business, Office 365 Small Business admin, SharePoint Online Enterprise (E1), SharePoint Online Enterprise (E3 & E4), SharePoint Online Midsize Business, SharePoint Online Small Business, SharePoint Online Website, SharePoint Server 2013 Enterprise, SharePoint Server 2013 Standard

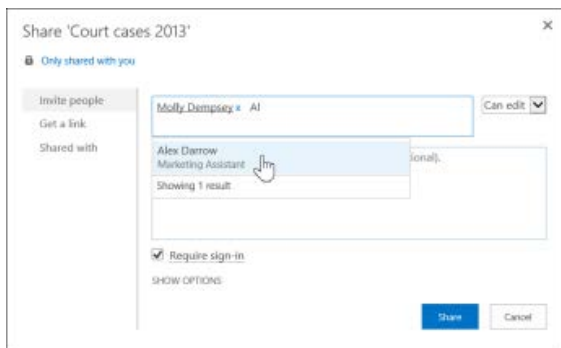
## Share a document

1. Sign in to Office 365 or SharePoint 2013, and select **OneDrive** at the top of the page to go to your OneDrive for Business library.
2. Click the ellipses (...) next to the document to open its callout window, and then click **Share**. The following picture shows the callout window opened for the document "Court cases 2013."



3. In the Share dialog box on the Invite people tab, type names or email addresses of people in your organization, or type [Everyone](#).

Depending on the name, you may need to type only a few letters before you see the person you want. Select the person to add them to the box.



4. Select whether you want to grant editing or only viewing permission to invitees.
5. If you want, type a message to be included with an email that's sent to all invitees. The email includes a link to the shared document.
6. If you do not want to send an email, click **Show Options**, and then uncheck **Send an email invitation**.

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## Share a folder

When you share a folder, you automatically share all items in that folder. Sharing a folder provides a quick way to share many documents with other people at once, and saves you the trouble of sharing the documents one at a time.

1. [Create the new folder](#).
2. Follow the same procedure described above for [sharing a document](#).

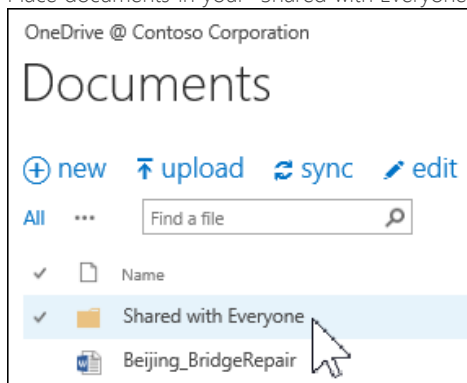
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## Share a document with "Everyone"

Sometimes you may have documents that you simply want to make available to anyone in your organization. Perhaps you have a product review or some other general reference document.

There are two ways to share a document with everyone:

- Place documents in your "Shared with Everyone" folder.



- Invite "Everyone" using the Share dialog box. Follow the same procedure described above for [sharing a document](#).

What's the difference? Using the "Shared with Everyone" folder is quick and simple. Just drag a document into your "Shared with Everyone" folder, or create new documents in this folder, and you're done. Note, however, that all documents in this folder have view-only permission.

The most important difference: The Share dialog box lets you select "Everyone except external users." If your organization allows external sharing, sharing with "Everyone" includes external users: people outside of your organization who have previously been invited to share documents as guests, either by you or by others in your organization.

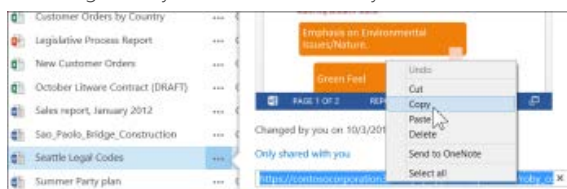
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## How do people find documents I've shared with everyone?

Documents you share with everyone don't appear in their Shared with Me view in OneDrive for Business. Why not? Consider that depending on the size of your organization, there might be hundreds if not thousands of documents that are shared with everyone. Also, you may not want to send an email to everyone in your organization with your invitation.

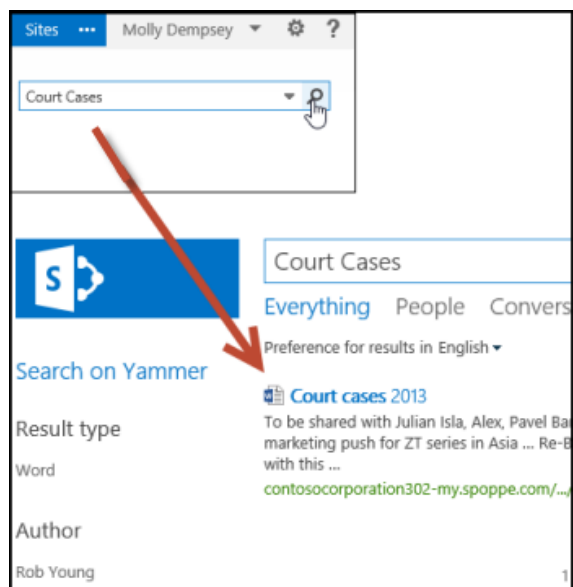
Instead, people can find these documents by:

- Following a link you send them directly in an email. You can find any document's web URL in its document callout.



Copy and paste the URL into an email addressed to specific people you want to notify.

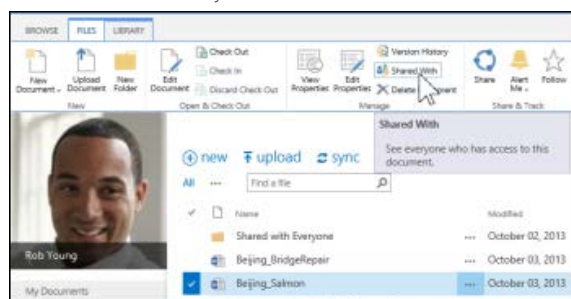
- Using their Search box in OneDrive for Business. In this example, Molly Dempsey searches on the keyword "Court Cases" to find any relevant documents shared with her in her organization.



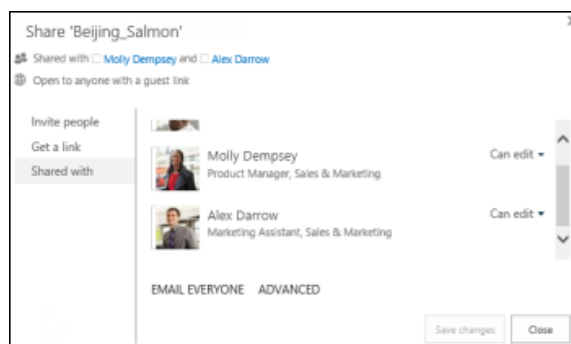
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## See who you're sharing a document with

- Select the document you're interested in, and then click **Files > Shared With**.



The Shared With window lists all the people currently sharing this document.



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## Stop sharing a document or folder

You can stop sharing a document or folder with all or selected people.

- Select the document or folder you want to stop sharing, and then click **Files > Shared With**.
- In the **Shared With** window, click the drop-down arrow next to the person you want to stop sharing with, and then click **Stop sharing**.