

# How to Securely Share Files in Microsoft OneDrive

## What is OneDrive?

OneDrive is an application made for file sharing between users, and synchronizes between your device and the cloud. Its file sharing functionality enables collaboration on shared files, and its synchronized cloud storage both securely backs up your files and enables you to free up disk space on your machine.

#### How to Access OneDrive

If your computer is on Windows 10 or you've installed Office 2016, then OneDrive for Business is already on your computer! If this is the case, you can go to the search bar in the bottom left-hand corner of your screen and search "OneDrive" to open it for the first time and log in.



**If not**, copy/paste the link below into your web browser and click on the file that downloads automatically to install OneDrive. After that, follow the instruction above to open the application.

https://go.microsoft.com/fwlink/p/?linkid=844652





## How to Sync your Personal OneDrive folder

Upon opening OneDrive for the first time, it will ask you to sign in. After signing in, opening OneDrive will take you to your synchronized user folder, as shown below:











This is your synchronized OneDrive folder! For easy access, you can pin it to the quick access tab on the left as shown below:











## How to Sync your Organization's Files

If your organization uses Sharepoint, then you can use OneDrive to sync your organization's files with your desktop for easier access. Log into SharePoint and use the 'sync' options for each folder that you'd like to access on your desktop:

Revolution Group - Home	× +				- 0 ×
$\leftrightarrow$ $\rightarrow$ C $$ revgroup.sh	arepoint.com/SitePages/Home.aspx				* 🖲 🔤 台 :
👯 Apps 🗾 AppRiver 🅤 Dat	to 🖯 Duo 🔇 Labtech 🚺 Office365 🔇 Open	iDNS Ρ PagerDuty 🔇 P	BX 🗭 Salesforce 🛇 ScreenConnect	Secret Server Server Server	narePoint »
SharePoint				Q	¢;
BROWSE PAGE				🔾 sh/	are 🟠 follow 🎤 edit 🗔
Revolution Group Revolut	TSD Sales & Marketing HR / EDI	it links		Search this site	^ م <del>ب</del>
Libraries	Common Files		SalesforceFiles	~	
Site Pages	Company Files		🕂 New 🏦 Upload 🧲	Sync 🖓 Share 🛛	√lore ∨
Lists	Hew 1 Upload Sync Sh	iare More 🗸	✓ □ Name	Modified N	lodified By
Calendar	✓ D Name Modified	Modified By		May 8	
lasks	May 25, 2018			• April 20, 2018	
Team Discussion	May 24 2018		<b>.</b>	• April 9, 2019	
Recent					_
FAQ	May 24 2019		<b>_</b>	May 9, 2018	
SharePoint Document Library	•••• May 24, 2016	2018		January 23	1
Subsites	November 29,	2010			
TSD	•••• June 20, 2019			May 23, 2018	1
Sales & Marketing	August 17, 201	18	<b>.</b>	May 9, 2018	· ·









This will create separate folders in your file explorer where you can access and modify these files:

📥   🕑 📜 🗧   OneDrive - Revolution G	iroup						- 🗆 ×
File Home Share View							~ 🕐
← → × ↑ 📤 > OneDrive - Revo	lution Group >				~	Ü	
>     ★ Quick access       >     OneDrive - Revolution Group       >     ■ Revolution Group(1)       >     ■ This PC       >     \$ SDHC (D:)       >     ◆ Network	Name Microsoft Teams Chat Files OneDrive files	Status	Date modified 3/10/2020 11:00 AM 5/27/2020 5:08 PM	Type File folder File folder	Size		
2 items							









## How to Share Files/Folders in OneDrive

To share files/folders from your desktop, begin by right-clicking on the item and select "Share" as shown below.



Click on the first box in the window below to configure your sharing settings:

~	



To share files with external users, select "Specific people." If the recipient(s) do not need to edit the file, then un-check the "Allow editing box" shown below. Assigning the lowest possible level of access limits the damage of any potential unauthorized access.

 NOTE: each link created can only be assigned one level of permissions (allow or disallow editing). To assign multiple users different permissions, multiple links will have to be created/shared.



Some organizations allow setting expiration dates, passwords, and blocking downloads. If possible, use all 3:

- The expiration date will prevent user error in revoking access after sharing.
- Passwords provide an extra layer of security (but only if shared separately from the link).
- Blocking downloads ensures that the file is not shared with additional users. •



SALESFORCE SERVICES



MANUFACTURING SERVICES 🔘















To share the file/folder, the "Send" button below will create an email directly from Microsoft with the link to your indicated recipients, while copying the link will allow you to send it any way you prefer.

Share "OneDrive files"	$\times$
Send Link OneDrive files	
People you specify can edit >	
A alex.steitz@gmail.com ×	
Add another	
(i) alex.steitz@gmail.com is outside of your organization.	
Add a message (optional)	
Send	
Copy Link More Apps	









#### How to Revoke/Change Access

Once the external user no longer needs access to the shared file, revoke their access by rightclicking on the file/folder and selecting "Share" again. This time, select the three dots in the upper righthand corner and click on "Manage Access."

Share "OneDrive files"				
Send Link OneDrive files	)			
Manage Access				
Enter a name or email address Add a message (optional)				
Send				
Copy Link More Apps				

\_

This window contains the links that have been shared for this file/folder. To revoke a user's access to a link, click on the dropdown arrow next to their name, then the 'X.'

Share "OneDrive files"	$\times$	•	Share "OneDrive files"	$\times$
Manage Access     OneDrive files			← Manage Access OneDrive files	
© Links Giving Access 🛈			ල Links Giving Access 🛈	
https://revgroup       People you specify can view       A	Сору		https://revgroup       Image: Comparison of the second s	×
<sup>₽</sup> Direct Access ①			Po Direct Access ①	
Support Team Consultant	Owner		Support Team Consultant	Owner
TECHNOLOGY SERVICES 💏	SALESFOR	ce services 🧳	MANUFACTURING SER	VICES 🔘



If the link itself is no longer needed, access should be revoked to prevent unauthorized use. To do so, select the three dots next to the link, then select the 'X' icon next to the link.

		Share "OneDrive files"	
		← Manage Access	
		https://revgroup     Copy       People you specify can view	$\overline{\mathbf{x}}$
Share "OneDrive files"	×	Link settings	
← Manage Access OneDrive files		ං Can view	$\sim$
$^{\odot}$ Links Giving Access $^{\bigcirc}$			
(R) https://revgroup C	ору 😶	This link works for	
		Specify people for this link	
₽₀ Direct Access ①		A external user	×
Support Team Consultant	Owner	Save Discard	









Access levels for each link can also be modified from this "Manage Access" window, with the dropdown menu below:

Share "OneDrive files"						
← Manage Access						
People you specify can view	×					
Link settings						
Can view	$\sim$					
This link works for						
Specify people for this link						
A external user ×						
Save Discard						





