



Sharing Files

OneDrive for Business Quick Guide

For the CUNY implementation of OneDrive for Business, the recommendation is to share files and folders by copying a sharing link and sending the link via email to those you wish to share files with.

This quick guide provides information and instructions on the following to complement the [Share OneDrive files and folders](#) topic on support.microsoft.com:

- Types of sharing links
- Sharing best practices
- Sharing files from OneDrive for Business file listing (recommended)
- Sharing files from within Microsoft Office applications
- Changing/disabling a sharing link



Note:

Remember to review the [Acceptable Use of Microsoft Office 365 for Education Policy](#) before storing, collaborating on and/or sharing data with any of the Office 365 for Education cloud services. See [Microsoft Office 365 for Education \(For Faculty and Staff\)](#) on the CUNY web site for more information.

Types of Sharing Links

From within OneDrive for Business...

OneDrive for Business provides the following types of links for file sharing (listed in order from least restrictive to most restrictive permissions):

Anyone

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. As an additional measure of protection, Microsoft Office applications allow you to [protect a file](#) with a password to prevent opening or modifying the file.

People in your organization

Only students, faculty and staff with CUNY Login user credentials (firstname.lastname##@login.cuny.edu) who are active in CUNYfirst have access to the file or folder, whether they receive it directly from you or it is forwarded from someone else.

People with existing access

Only people with previously defined access to this file, such as access to the parent folder permissions, can access this file or folder.

Specific people

Only those people you specify have access to the file or folder, 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.

There is also an **Allow editing** checkbox to control whether the shared link allows for editing the file or restricts access to reading, downloading and copying only. The default setting is allow editing enabled.

From within Microsoft Desktop Applications...

Microsoft desktop applications provide two types of links for file sharing (listed in order from least restrictive to most restrictive permissions):

Edit link

Anyone who receives this link can edit the file.

View-only link

Anyone who receives this link can view the file but not edit them.

Sharing Best Practices

CUNY recommends the following as best practices when sharing files and folders:

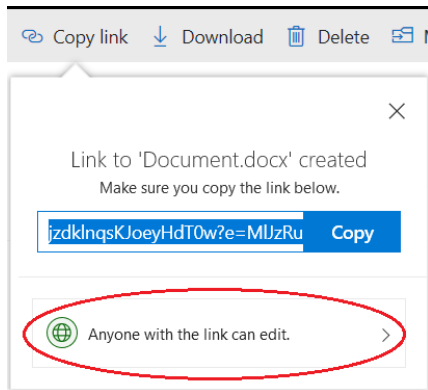
- For maximum sharing control, create sharing links within OneDrive for Business and not Microsoft Office desktop applications.
- Use folders to share groups of files with others online.
- Share files with specific individuals, never with “everyone” or the “public.”
- Be careful when sending links to shared folders because they can be forwarded to others to whom you did not intend to provide access.
- Remember that once a file or information is shared, the recipient can download it to a device and share it with others.
- Disable sharing with individuals when they no longer require access to files or folders.
- Consider [protecting Microsoft Office files](#) with a password to prevent opening or modifying the file.

Sharing Files from the OneDrive for Business Window (Recommended)

To share files from within the OneDrive for Business window:

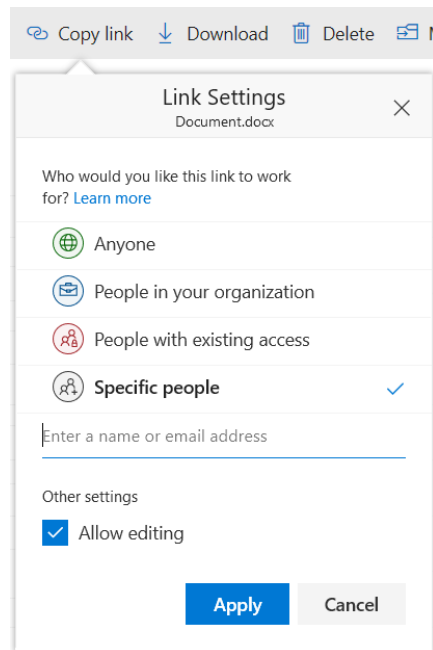
1. Select the file or folder you want to share, and then either:
 - Click **Copy Link** in the menu bar at the top of the window
 - Right-click and select **Copy Link** from the pop-up menu

The Copy link window is displayed.



2. Click on the type of file sharing (circled in the previous Copy link window capture).

The Link Settings window is displayed.



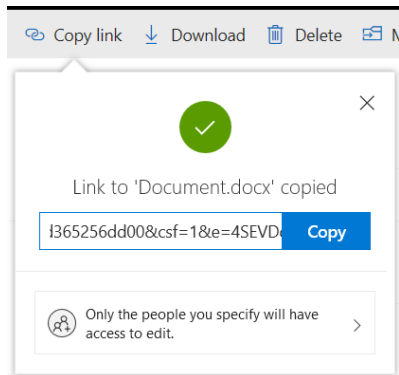
3. Update the following and then click **Apply**:
 - Select the type of file sharing (see “Types of Sharing Links” for a description):
 - Anyone
 - People in your organization
 - People with existing access
 - Specific people
 - Choose whether to **Allow editing** for the folder or file selected



Note:

Do not enter an email address—you are copying a link to paste in a separate email.

The Copy link window is displayed with the updated file sharing type.

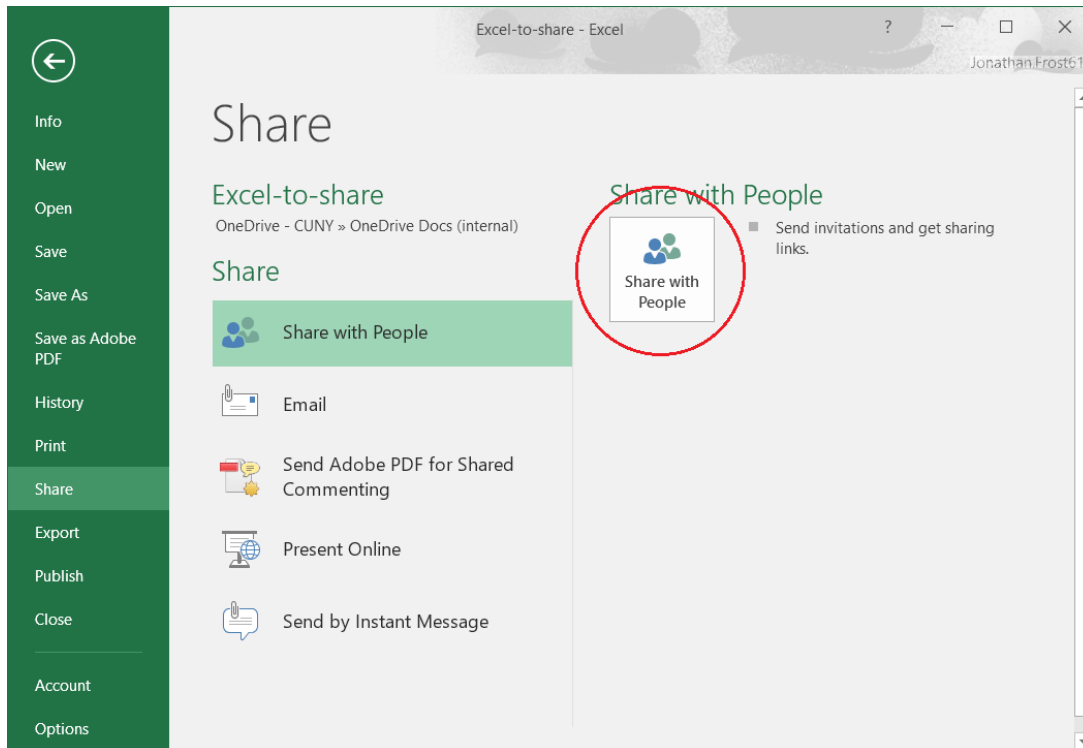


4. Click the **Copy** button and close the Copy link window.
5. Paste the link in an email to send to those you wish to share the file or folder with.

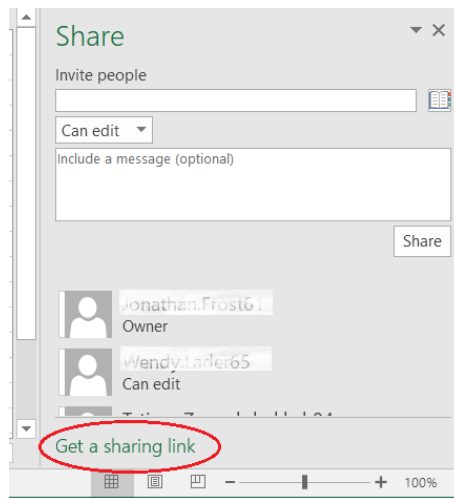
Sharing Files from Microsoft Office Applications

To share an existing OneDrive for Business file from within a Microsoft Office desktop application:

1. Select **File > Share > Share with People**.

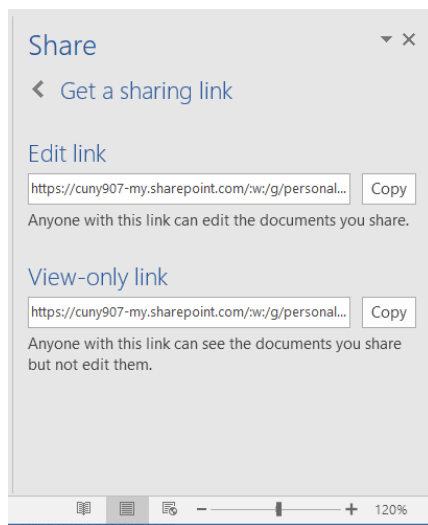


The Share panel is displayed.



2. Click on **Get a sharing link** at the bottom of the Share panel (circled in the previous Copy link window capture).

The Share – Get a sharing link panel is displayed.



3. Click the **Copy** button for the type of sharing link you want to copy and close the Share – Get a sharing link panel.
4. Paste the link in an email to send to those you wish to share the file or folder with.

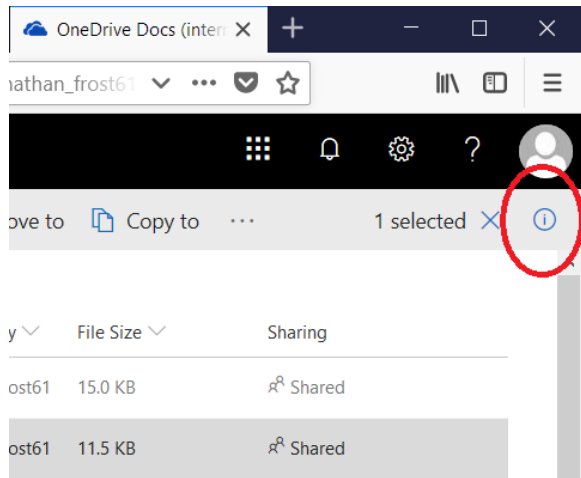
Changing/Disabling a Sharing Link

The permission associated with a sharing link lasts only as long as the link exists. For example, when you disable a link, access is revoked (although people may still have access via other means, such as parent folder permissions).

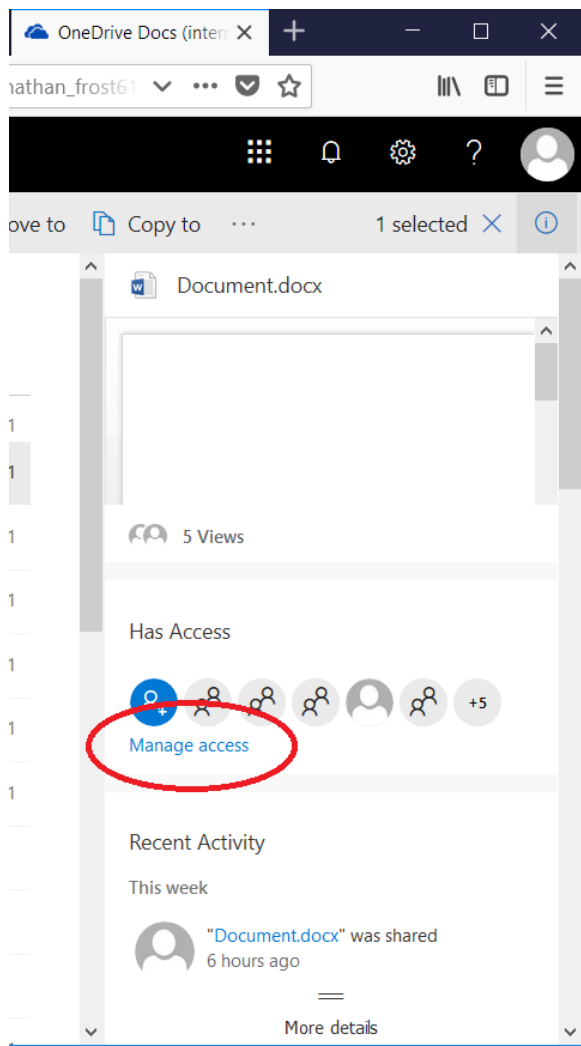
To manage sharing links for a file or folder:

1. Open OneDrive for Business.

2. Select the file or folder having sharing links to be changed or disabled.
3. Click the information icon in the top right corner of the OneDrive for Business window.

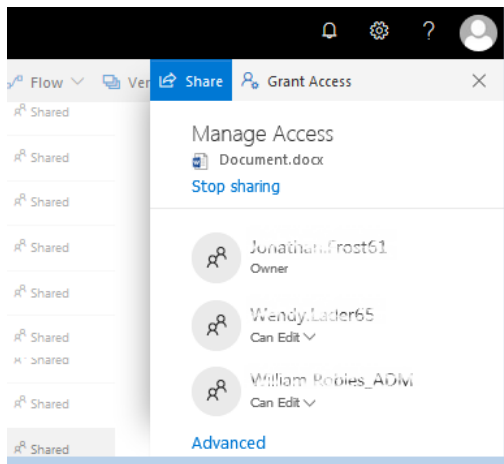


The file or folder's information panel is displayed.



4. Click **Manage access**.

The file or folder's Manage Access panel is displayed.



5. Make the following changes as required:

- To disable the sharing link and prevent further access to everyone listed, click **Stop sharing**
- To disable the sharing link for individual people, click the drop-down menu under that person and select **Stop sharing**
- To change the sharing link to read-only for individual people, click the drop-down menu under that person and select **Change to view only**

6. Close the Manage Access panel.

For More Information...

Please see the following on the CUNY web site for the latest information on Microsoft Office 365 for Education and OneDrive for Business:

- [Microsoft Office 365 for Education \(For Faculty and Staff\)](#)
- Microsoft Office 365 [Video Tutorials](#)
- Microsoft Office 365 [FAQs](#)