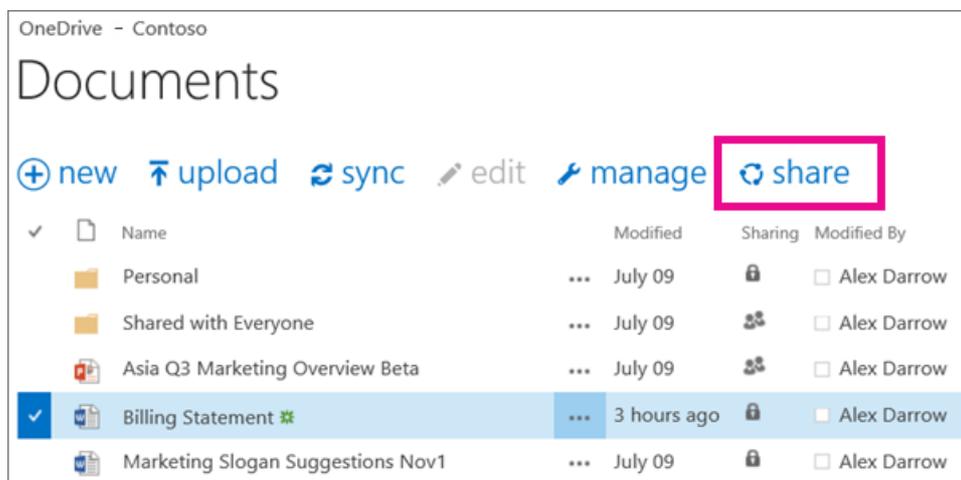


The documents and folders you store in OneDrive for Business are private until you decide to share them. Similarly, in a team site library, you may want to share specific documents or folders with people who don't otherwise have access to the site. When you share documents and folders, you can decide whether to let people edit or just view them.

## Sharing a document or folder within the University

1. Go to OneDrive for Business or the site library that has the document or folder you want to share.
2. Select the file you want to share, and then select **Share**.



3. In the **Share** dialog box on the **Invite People** tab, type names or email addresses of people you want to share the document or folder with.
4. Select a permission setting.

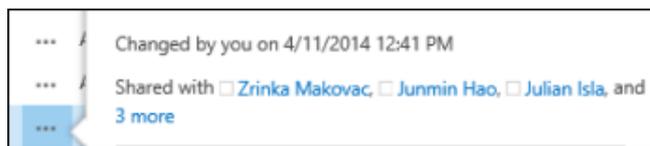


5. If you want, type a message to be included with an email that's sent to all invitees. The email includes a link to the shared document.
6. If you don't want to send an email, click **Show Options**, and then uncheck **Send an email invitation**.

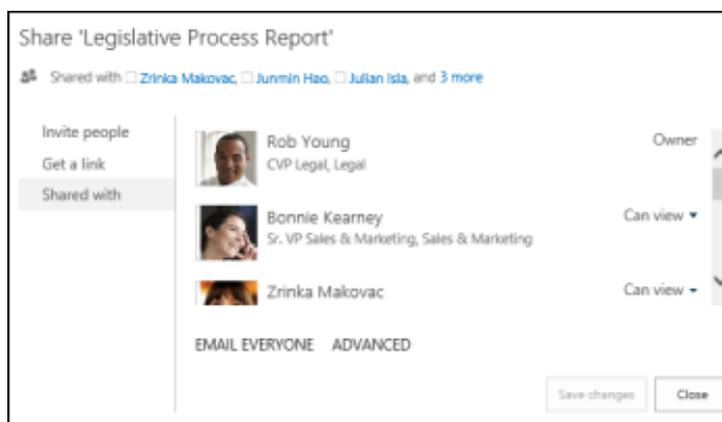
# How do I see who I'm sharing a document with?

1. Select the **More** menu (...) next to the document you're interested in to open its hover card.

The names of the people with whom you're sharing the document appear on the hover card.



2. If you're sharing with more people than whose names will fit on the card, select the **more** link at the end of the list of names. You can scroll the list to see all names.



**TIPS** If the library you're working in has a **Sharing** column, you can select the people icon to open the **Share** dialog box.

Name	Modified	Sharing	Modified By
Personal	... April 11	🔒	<input type="checkbox"/> Rob Young
Shared with Everyone	... April 11	👥	<input type="checkbox"/> Rob Young
Court Cases 2012	... April 11	🔒	<input type="checkbox"/> Rob Young
Legislative Process Report	... April 11	👥	<input type="checkbox"/> Rob Young

# How do I stop sharing a document or folder?

To make a document or folder private again, you can stop sharing it.

1. Select the people icon for the document or folder to open the **Share** dialog box.

Name	Modified	Sharing	Modified By
Personal	... April 11		<input type="checkbox"/> Rob Young
Shared with Everyone	... April 11		<input type="checkbox"/> Rob Young
Court Cases 2012	... April 11		<input type="checkbox"/> Rob Young
Legislative Process Report	... April 11		<input type="checkbox"/> Rob Young

2. In the **Shared With** dialog box, select **Can view** or **Can edit** next to the person you want to stop sharing with, and then select **Stop sharing**.

### Share 'Asia Q3 Marketing Overview Beta'

Shared with Zrinka Makovac and Garth Fort

Invite people  
Get a link  
Shared with

Alex Darrow  
Marketing Assistant, Sales & Marketing  
Owner

Garth Fort  
Web Marketing Manager, Sales & Marketing

Zrinka Makovac

EMAIL EVERYONE ADVANCED

1 Can view  
Can edit  
Can view  
2 Stop sharing