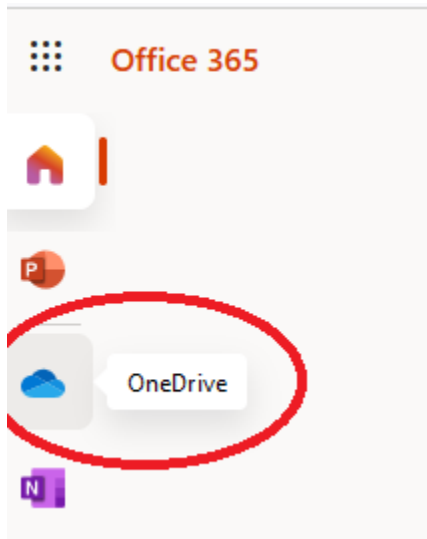
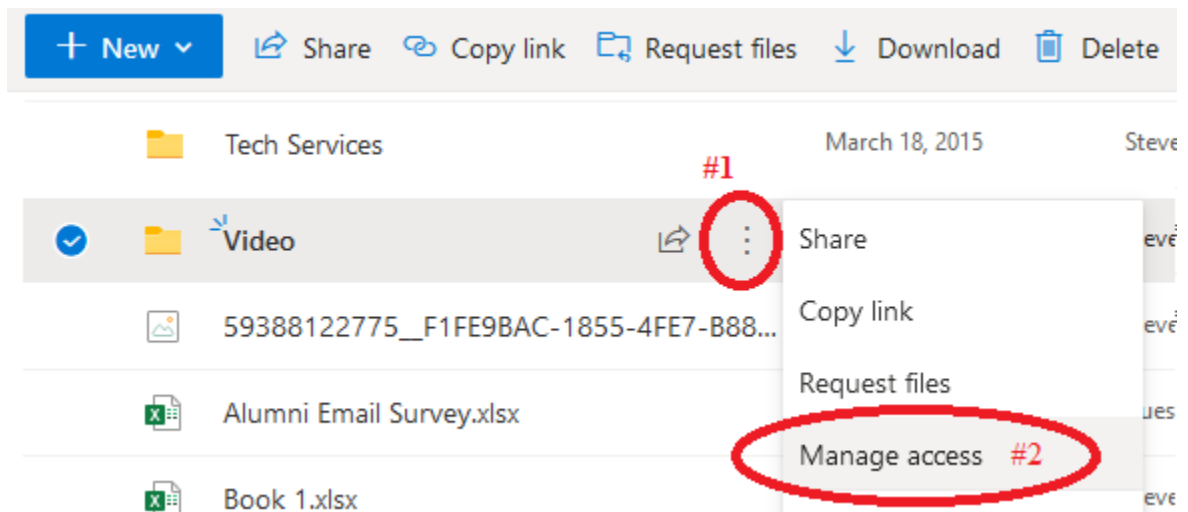


## Sharing Files using OneDrive

- 1) Login to OneDrive using a web browser – at <https://webmail.lawrence.edu/>
- 2) Click on Office365 option (login if required)
- 3) Office 365 main screen should load. Click on the OneDrive link on left side:



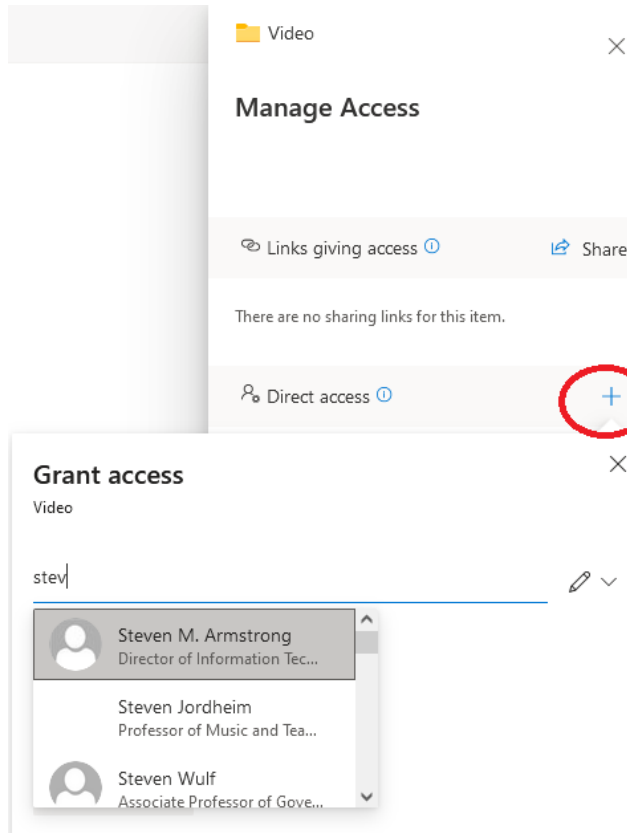
- 4) Find the folder that contains the files you want to share with me. In my example below the folder that will be shared is named “video”



- 5) Click on the three vertical dots to the left of the folder name (see #1 above)
- 6) Click on Manage Access option (#2 above)

7) The Manage Access panel will appear to the right.

8)



9) Click on the + to the right of Direct Access. Type in name of who you want to have access (Lawrence people only) and select them from list.

10) Click the Grant Access button. A message will be sent to the recipient as well as the sender. Both will be able to access the file.