# Document sharing in One Drive

You can share any documents in one drive with anyone within the organization.

Here is a quick guide on how to share files and how to set permissions.

On the right hand side of your file is the 'sharing' status – click on where it says 'Private'.

This gives you the option to send a link to your document to someone via email, or if you would like someone to have direct access to the document.
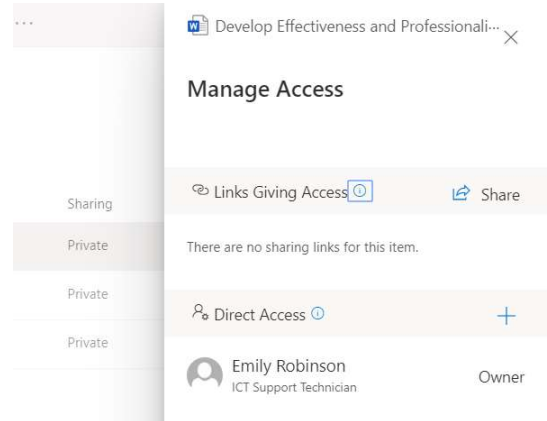
When sending a link, you can choose whether the recipient can edit the file, and who is able to access.

To set the permissions, press the 'share' button and click on the first option.

Here you can select who the link will work for.

Choose your recipients and add a message to the email.

You can also copy the link to paste somewhere directly.
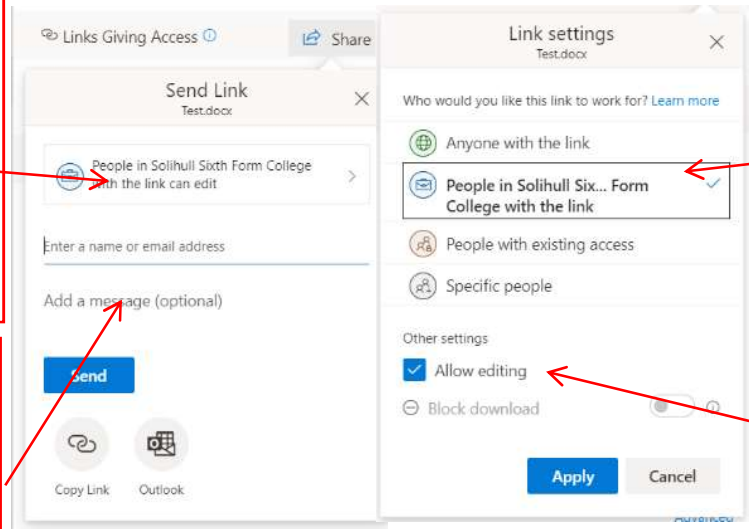
You can set the link to work for anyone, for only people within our organisation (**only** our staff and students **with** the link), or for only specific people.

You can choose if you would like other people to be able to edit your document or just view it.

You can also grant access to a document and change the sharing method. This will only make the document available in their 'shared with me' area on One Drive – it won't give them a link to view.

Again using this you choose your recipients and then decide if you would like them to edit the document or just view it.
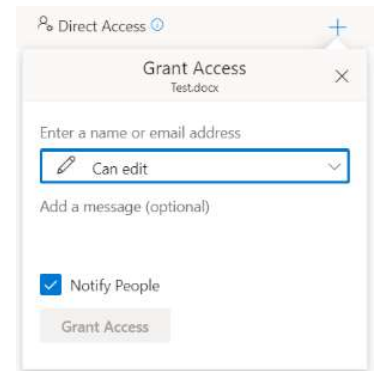
Setting a document back to private

If and when you are ready to stop sharing this document, you can press on the sharing status again.

You can remove everyone's access using the 'stop sharing' button which will remove everyone apart from yourself and put the document back to private.

You can also change access per member by clicking on the pencil icon next to their name. This will allow you to take away access for only certain members rather than apply permissions to everyone.

Here you can change people's access by changing it to view or edit. You can also stop sharing the document altogether.

Manage Access
Stop sharing

Links Giving Access ⓘ   Share
There are no sharing links for this item.

Direct Access ⓘ   +

(S) 2019ts   Owner

Stafftest
From on-Premise AD

✓ Can edit
Can view
Stop sharing