Southern Connecticut State University

OneDrive: File Sharing

Introduction

This guide will walk through how to share files through OneDrive. It is advised to do this within a web browser, rather than through the OneDrive client if installed on your computer.

Sharing a file or folder

1. Open an internet browser and go to: myapps.southernct.edu.
2. Sign in using your full SCSU email address and password.

3. If off the campus network, you will be prompted to authenticate your account.

4. Select the OneDrive app.

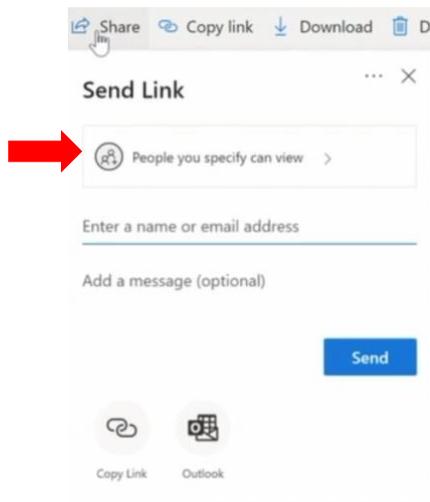5. Click the checkbox to the left of the file or folder to be shared, then "Share" on the top toolbar.
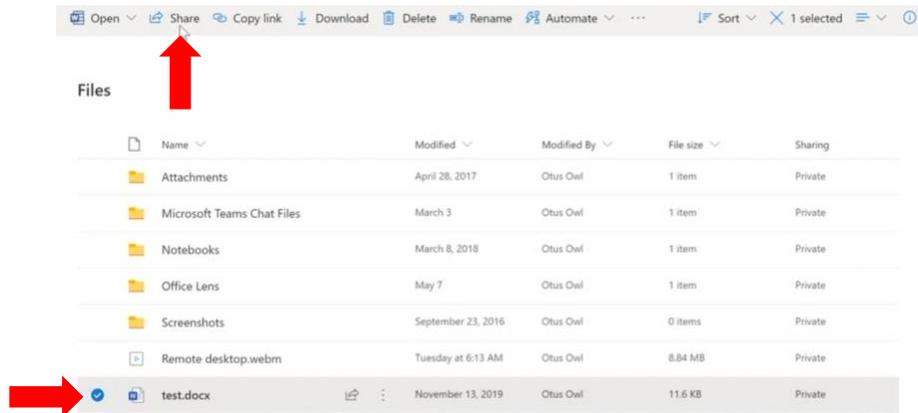

1. There are a few options for how to share the file, all with varying levels of security. Select "People you specify can view" to expand the options. See the next section for a description of each option, as well as what security features they provide.

2. Once your selection is chosen, select "Apply".
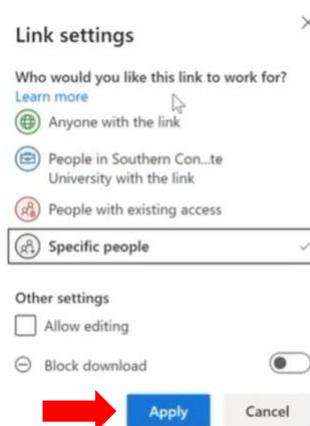
3. Enter the recipient's email address and add a message if needed, then select "Send". The recipient will receive an email with a link to the shared file or folder.
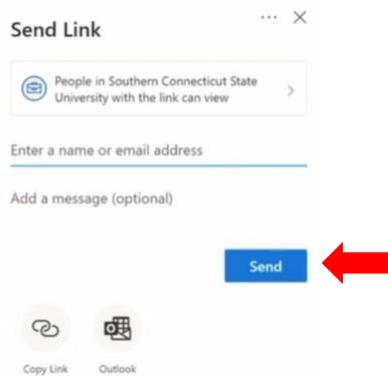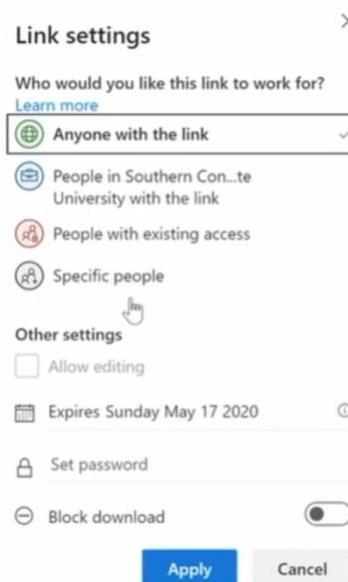
Options for sending a link

Anyone with the link

This option 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.

Additional, optional security features:
- Allow editing or not
- Expiration date for the link's access
- A password needed to access the file
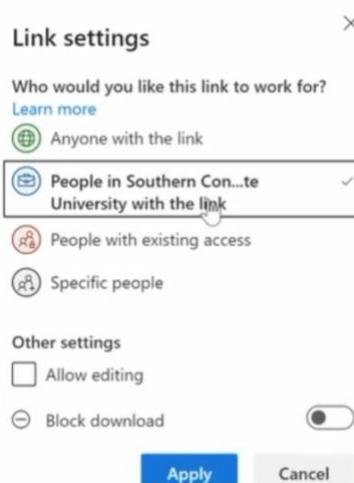- Block from being downloaded

People in Southern Connecticut State University with the link

This option gives anyone in your organization who has the link access to the file, whether they receive it directly from you or forwarded from someone else.

Additional, optional security features:
- Allow editing or not
- Block from being downloaded

Specific people

This option gives access only to the people you specify, 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.

Additional, optional security features:

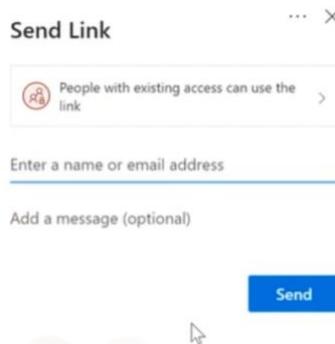- Allow editing or not
- Block from being downloaded

People with existing access

This option can be used by people who already have access to the file. It does not change the permissions on the item. Use this if you want to send a link to somebody who already has access.
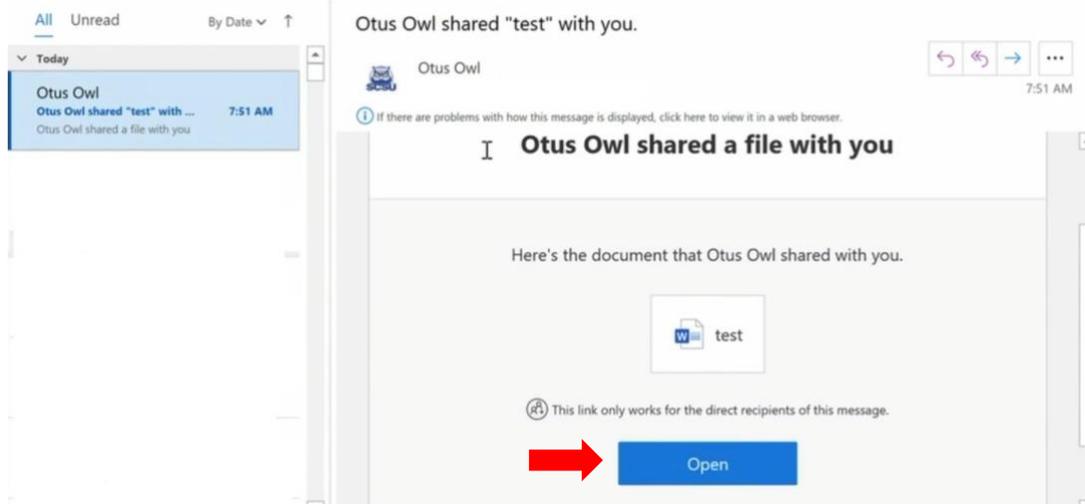
Additional, optional security features:

- None

Receiving a shared file

After links are sent, the recipients will receive an email with the link to the file.

1. To open, select the "Open" link within the email.

2. If settings were chosen to ensure only specific users could access the file or a password was set, the recipients will be prompted to validate their identity by entering their email address and/or the password.
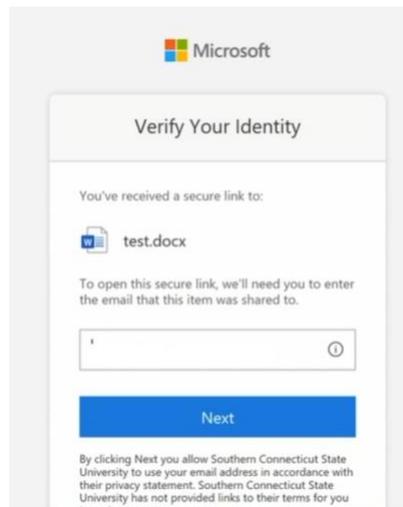
3. If they are currently logged into other Microsoft applications on the computer, they may be logged in automatically. If not, they will be prompted to enter their password. Users outside of the SCSU organization will be prompted to create a Microsoft account if their email is not associated with one already.