

## OneDrive: File Sharing – Viewing Shared Files

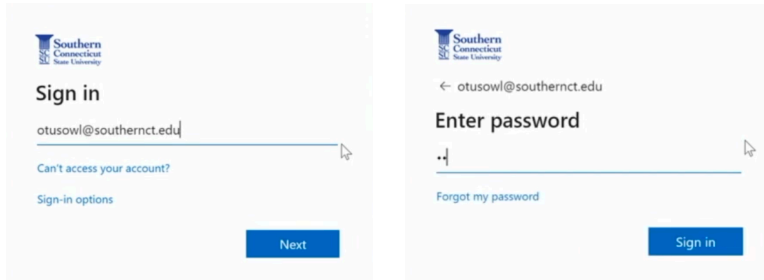
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### Introduction

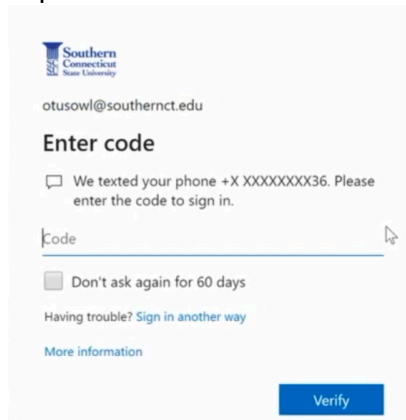
This guide will walk through how to view all files that were shared by you or shared with you through OneDrive.

### Viewing Shared Files

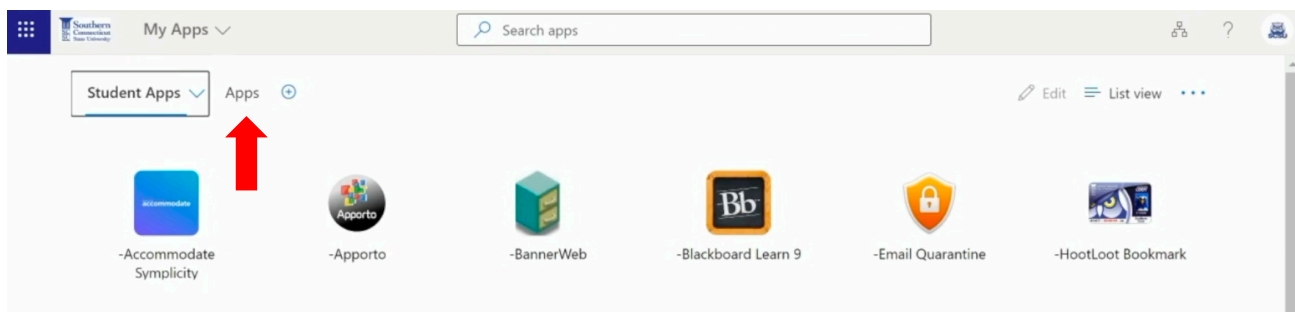
1. Open an internet browser and go to: [myapps.southernct.edu](https://myapps.southernct.edu).
2. Sign in using your full SCSU email address and password.



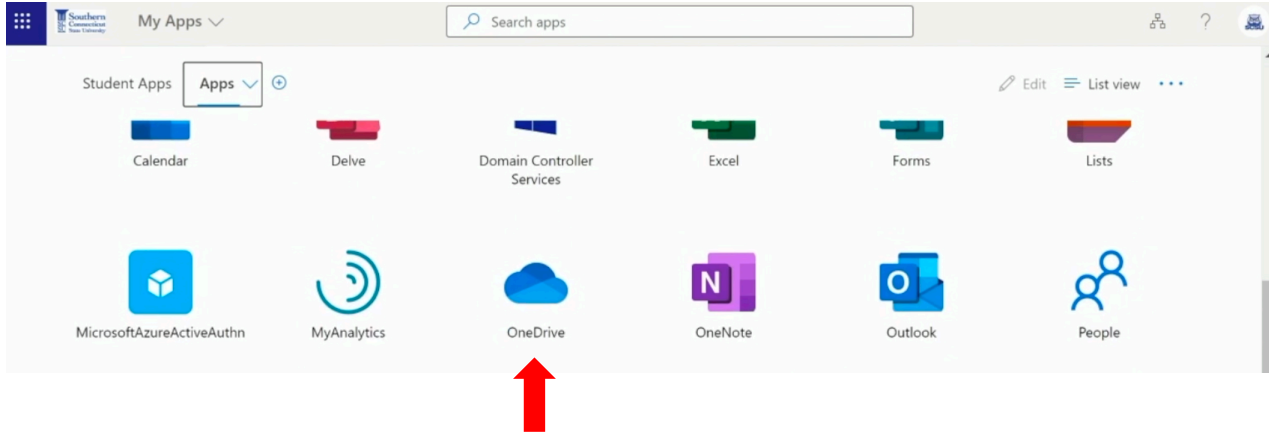
3. Authenticate your account if prompted.



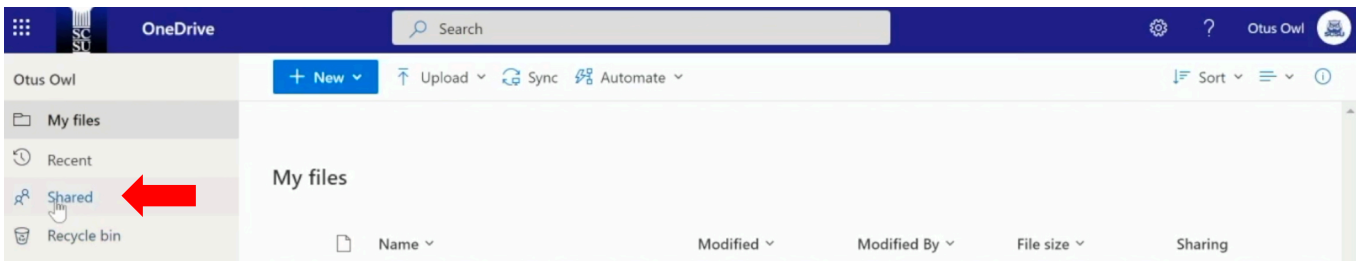
4. Select the “Apps” tab towards the top of the page to view additional apps.



5. Scroll to find the “OneDrive” app and select to open.



6. Select “Shared” from the left-hand menu.



7. You will now see two tabs at the top of the page titled “Shared with you” and “Shared by you”. Select either to view files that were shared in either of these ways.

