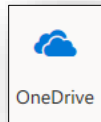# How to Share a Document from OneDrive

These directions explain how to share a document from OneDrive.

Share a Document from OneDrive
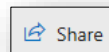
1. Log into **Office 365**.

2. Open **OneDrive**.

3. Navigate to the appropriate Folder location of the File.

4. Choose one of the following options to **Share**:
   a. Hover over the document name to click the **share icon**.

   b. Click on the **radio bubble** to the left of the document name. Then click **Share** on the top tool bar.

   c. Click on the **name of the document** to open it. Click **Share** in the upper right corner.

Click on the **Sharing Options Box** to choose one of the
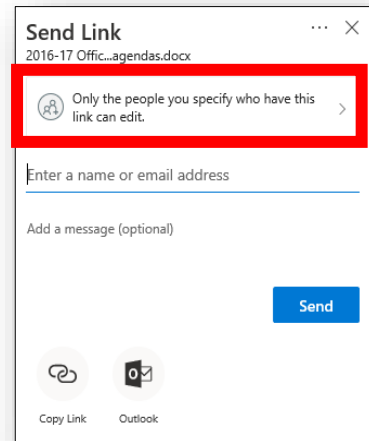following ways to Share:

> Share Directly with Specific People

> Share with People in your Organization Link

> Share with Anyone Link

> Reshare with People that already have access

*Note: See the section headings below for directions for each sharing
option.*

Share Directly with Specific People Link

1. Choose **Specific People**.
   *Note: This will share the document with only the people you
   specify. The recipient will receive an email and the document
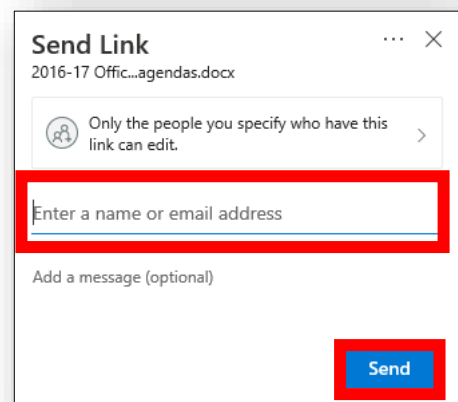   can be accessed from their OneDrive-Shared Files.*
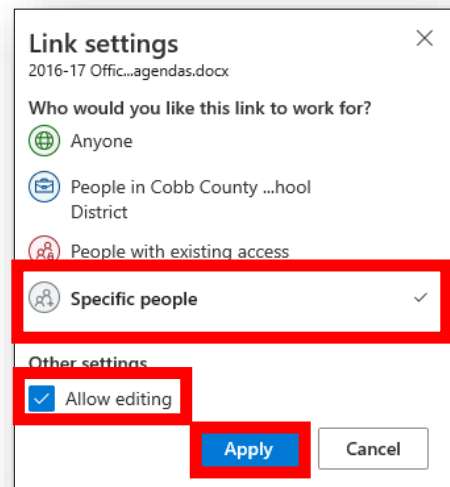
2. Choose the editing option.

3. Click **Apply**.

4. **Enter the recipient name(s)**. Click on their name(s)
   when it appears.
   Note: Names will populate from the district directory.

5. Click **Send**.

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Share with People in your Organization Link

1. Choose **People in Cobb County School District**.
   Note: This will create a link that you will be able to distribute to others via email, posting on a website or blog, creating a QR code, etc. that will ask recipients to log in with their Office 365 credentials to access the file.

2. Choose the editing option.

3. If Allow editing is unchecked, you have the option to block the recipient from downloading a copy of the document.

4. Click **Apply**.

5. Click **Copy Link**.
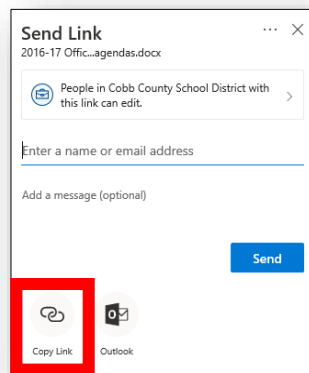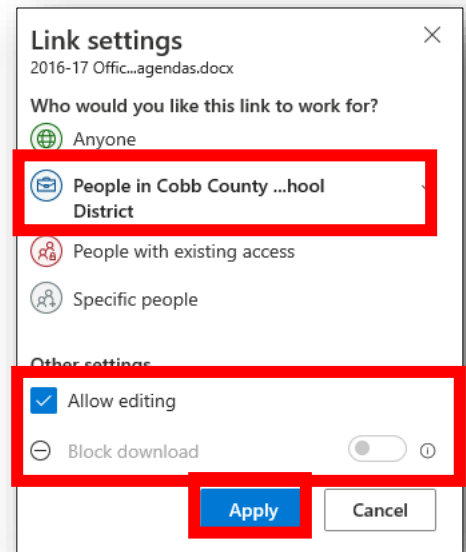
6. Click **Copy**.

7. **Paste the link** in an email, post it on a blog or website, create a QR code, or use a URL shortner to distribute the link to recipients.
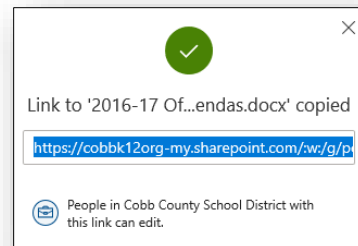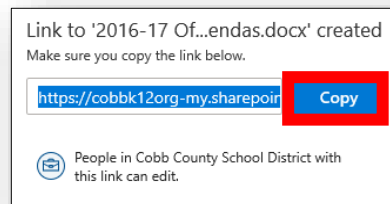
Share with Anyone Link

1. Choose **Anyone**.
   Note: This will create a link that you will be able to distribute to others via email, posting on a website or blog, creating a QR code, etc. Anyone who clicks the link will have access to the file.
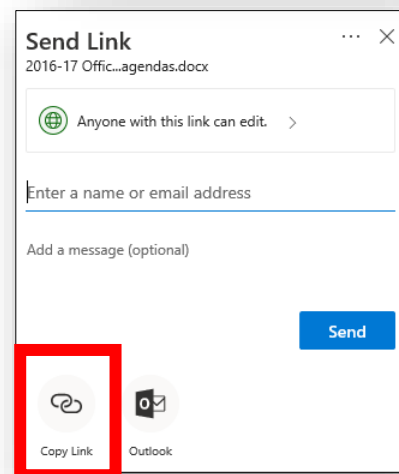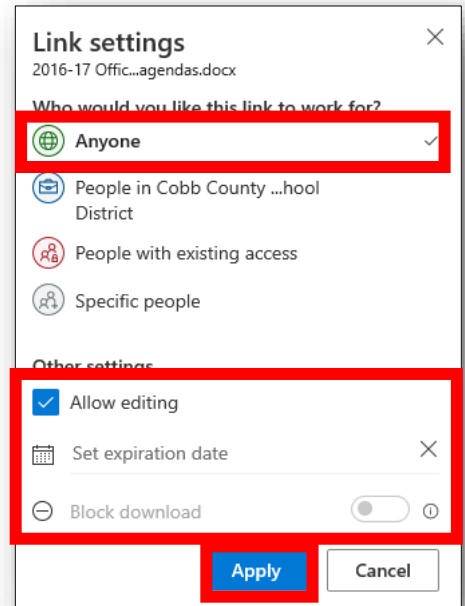
2. Choose the editing option.

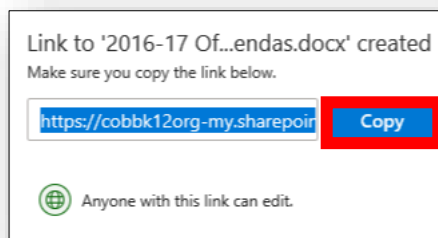3. If needed, set an expiration date.

4. If Allow editing is unchecked, you have the option to block the recipient from downloading a copy of the document.
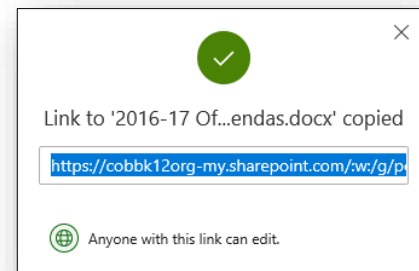
5. Click **Apply**.

6. Click **Copy Link**.

7. Click **Copy**.

8. **Paste the link** in an email, post it on a blog or website, create a QR code, or use a URL shortner to distribute the link to recipients.
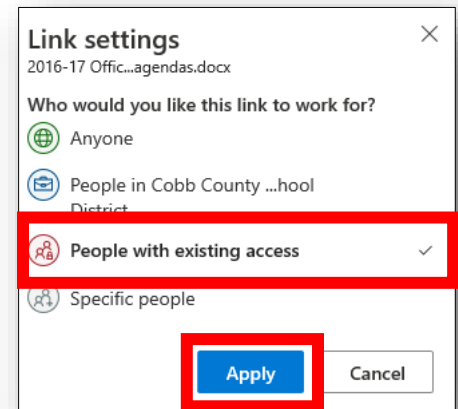
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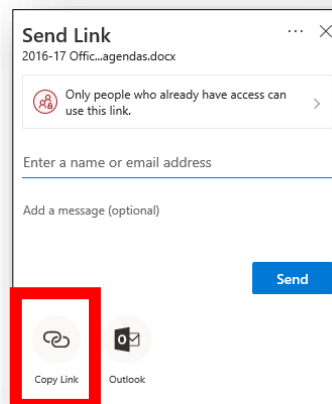# Reshare with People that Already have Access

1. Choose **People with existing access**.
   Note: This will create a link that you will be able to give to people who already have access to the document. You must have previously shared the document with them from your OneDrive by typing in their names using Specific People share settings.

2. Click **Apply**.

3. Click **Copy Link**.

4. **Paste the link** in an email to send to the person/people that already have access.