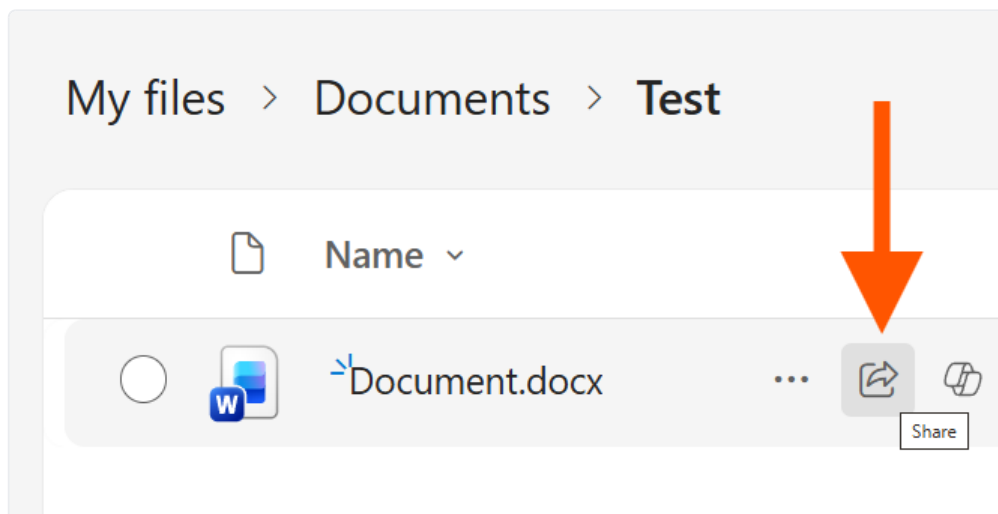


Sharing files with OneDrive

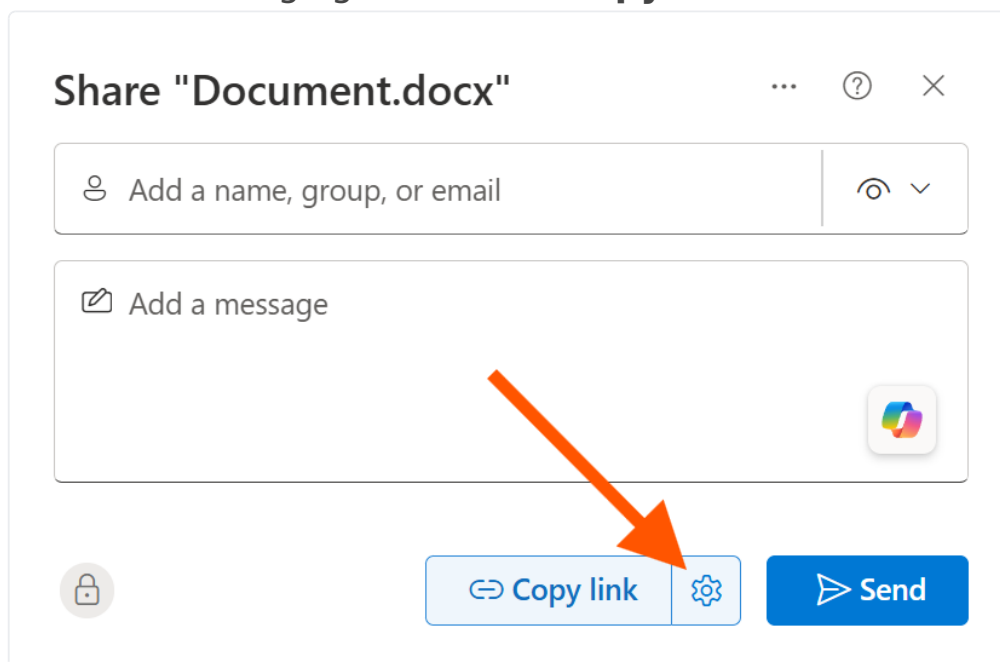
OneDrive allows you to give anyone access to files you choose to share. You can configure the share to allow people to see or edit the files without a Microsoft account. Optionally, this can be done with extra security measures like expirations dates, file passwords, and email verification.

Instructions

1. Head to [My files - OneDrive](#) and sign in with your BACNC Microsoft 365 account.
[What is my username and password?](#)
2. If the file(s) or folder isn't already on OneDrive, click **Create or upload** to upload them.
3. Hover over the file / folder and click the **Share** icon



4. Click the settings gear next to **Copy link**.



The image shows a 'Share "Document.docx"' dialog box. At the top, there are three icons: a menu icon (three dots), a help icon (question mark), and a close icon (X). Below this is a text input field with a person icon and the placeholder text 'Add a name, group, or email'. To the right of this field is a visibility icon (an eye) and a dropdown arrow. Below the input field is a larger text area with a notepad icon and the placeholder text 'Add a message'. At the bottom left is a lock icon. At the bottom center is a button labeled 'Copy link' with a link icon, followed by a settings gear icon. A large orange arrow points from the 'Add a message' area down to the settings gear icon. To the right of the 'Copy link' button is a blue button labeled 'Send' with a right-pointing triangle icon.

5. Choose an access level in the **Link settings** popup.

←

Link settings

Document.docx

i

×

The link works for



Anyone

i



People in Bryn Athyn College

i



Only people with existing access

i



People you choose

Share with specific people you choose inside or outside of Bryn Athyn College, using their name, group, or email.

More settings



Can view

▼



Set expiration date (MM/DD/YYYY)

×

Apply

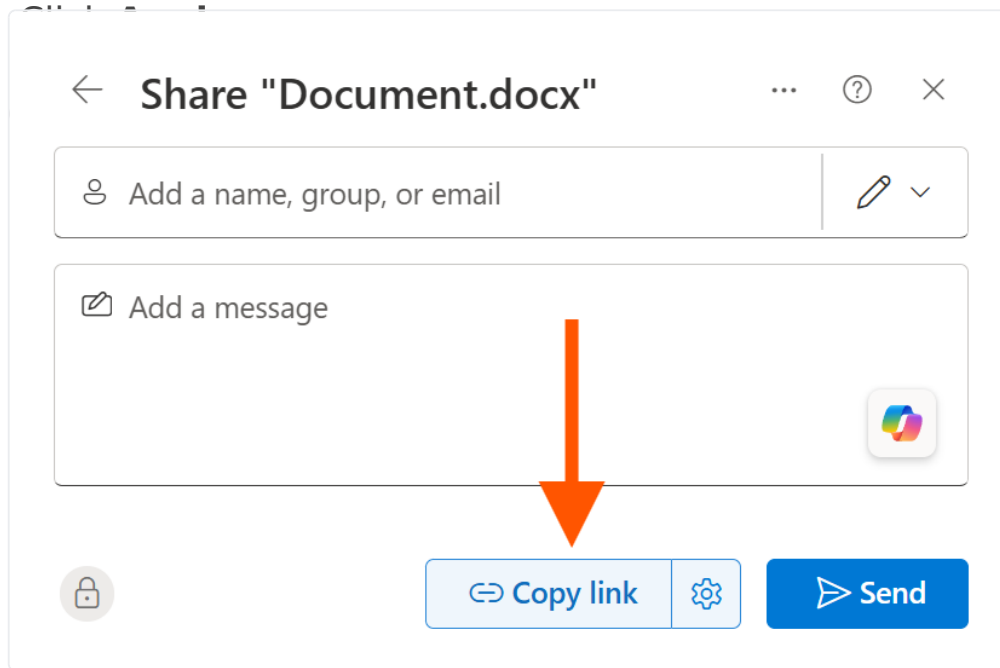
- **Anyone** allows for access without a Microsoft account.
- **People in Bryn Athyn College** only works for users with organization accounts.
- **Only people with existing access** inherits the permissions that already exist for that file.
- **People you choose** allows you to input email addresses to share with.

6. Change the edit permissions in the dropdown under **More settings** to your desired option.

7. Optionally, set an expiration date and password for the share (extra security).

8.

9.



The screenshot shows a 'Share "Document.docx"' dialog box. At the top, there is a title bar with a back arrow, the title 'Share "Document.docx"', and icons for more options, help, and close. Below the title bar is a text input field with a person icon and the placeholder text 'Add a name, group, or email'. To the right of this field is a pencil icon and a checkmark. Below the input field is a larger text area with a notepad icon and the placeholder text 'Add a message'. To the right of this area is a small icon of a document with a checkmark. At the bottom of the dialog box, there is a lock icon on the left, a 'Copy link' button with a link icon, a settings gear icon, and a 'Send' button with a play icon. A large orange arrow points from the 'Add a message' text area down to the 'Copy link' button.

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