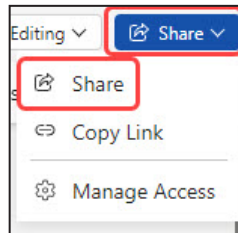# IOWA
Information Technology Services

ONEDRIVE FOR BUSINESS: SHARING FILES

⇒ SHARING A FILE

If you are using the desktop app to create the file, then go to File > Share. If you are using Microsoft Office online at office365.uiowa.edu to create the file, then click on Share > Share in the top right of the file.

At the top right of the Share menu, click the eye icon dropdown menu. Here is where you can choose the access rights for the people you are sharing with (see Access Rights section of this guide for details). Then add a name, group, or email. Add a message (optional). Click Send - and now you have shared the file via email!
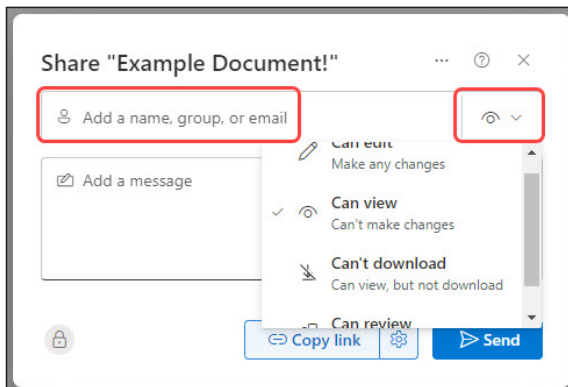
You can also copy a link to the file to paste into a different email or a Teams message. First, go to the Share menu, choose access rights, and add people. Instead of clicking Send, click Copy link.

You can modify the link settings by clicking the gear icon to the right of Copy link. You can do external sharing, add an expiration date for the link, and more in this menu.
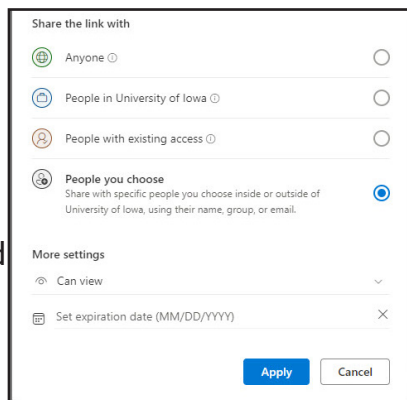
⇒ ACCESS RIGHTS

You do have the option to send a link that Anyone can open anonymously without a Microsoft account, but oftentimes you may want to customize the access rights for the people you are sharing the file with. See below for your access options:

- Can edit: Make any changes
- Can view: Can't make changes
- Can't download: Can view, but not download
- Can review: Suggest changes

⇒ FINDING A FILE SHARED WITH YOU

Log into office365.uiowa.edu, then click the 9-dot app launcher at the top left and click OneDrive. On the left, click Shared to view all files shared with you. You can also browse files by People, Meetings, and Media down below.
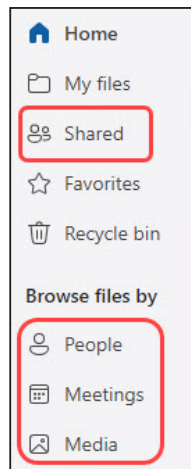
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