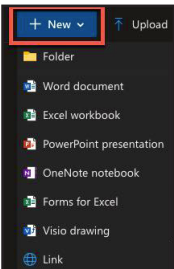


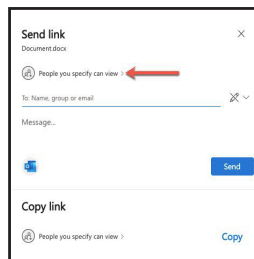
OneDrive for Business Sharing Documents

OneDrive for Business is part of Office 365. It is cloud storage for storing YOUR files and occasional collaboration. Think of it as your "Home Drive" in the cloud. Sync files across all your devices and access them anytime or anywhere both online and offline.

→ SHARE A DOCUMENT



1. Create a new Microsoft office online document.
2. Click the **Share** button in the top right corner.
3. Choose who will have access to your document by clicking "people you specify can view".

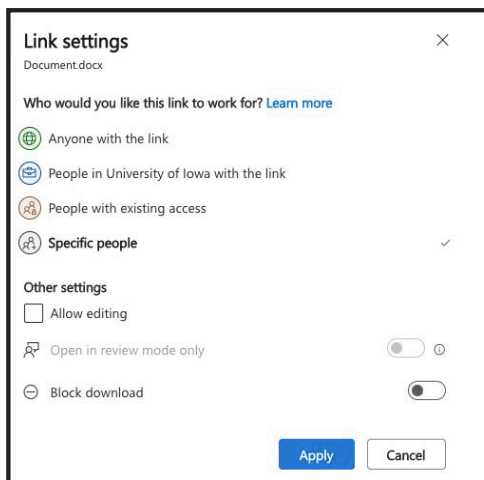


• **Anyone with the link:** anyone you send the link to can view or edit the document (whichever you choose) without logging in.

• **People in the University of Iowa with the link:** anyone with a HawkID with the link can view the document.

• **People with existing access:** Use this option to send the link to someone again.

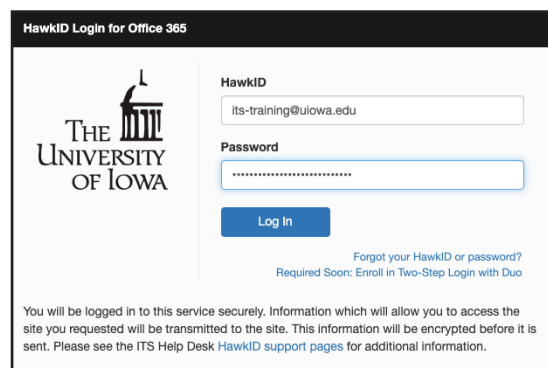
• **Specific people:** gives access to only those that you specify. Begin typing their name, and OneDrive will autofill suggestions. Click the "pencil" icon after the name, and choose "can edit" or "can view". Type a message to the user you are sharing with, and click send. The user will then get an email with a link to the document and the message you have written.



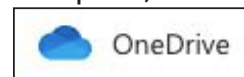
To allow users to edit the document, click the box next to "Allow editing". If this is not checked, they can still view the document, but cannot make changes.

→ FINDING A DOCUMENT SHARED WITH YOU

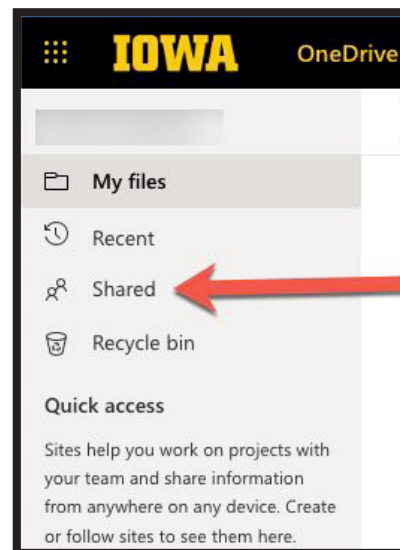
Log into <https://office365.uiowa.edu> with your HawkID followed by @uiowa.edu and password.



Click on the nine dots in the top left, and then click on the "Cloud" icon.



In the left navigation area, click on "Shared"



LEARN MORE

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- <https://its.uiowa.edu/its-training>