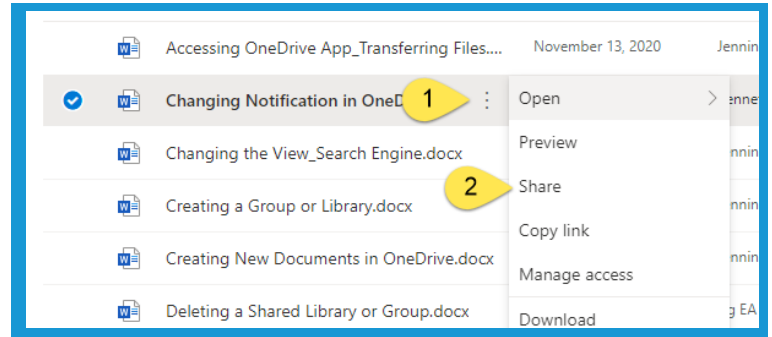


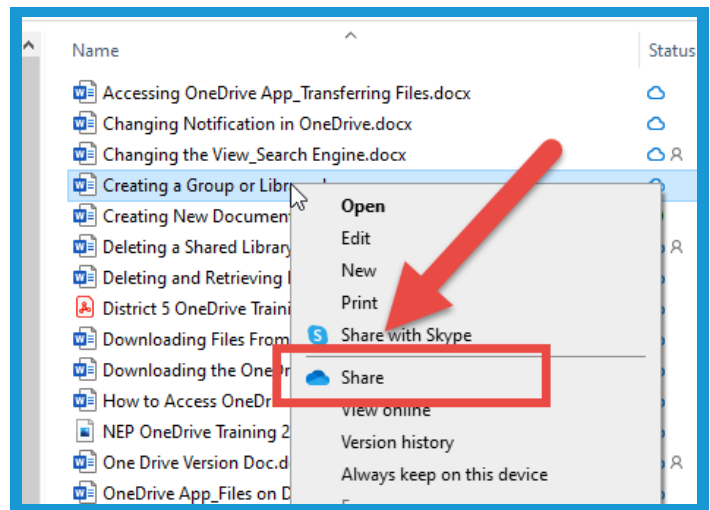
Sharing in OneDrive



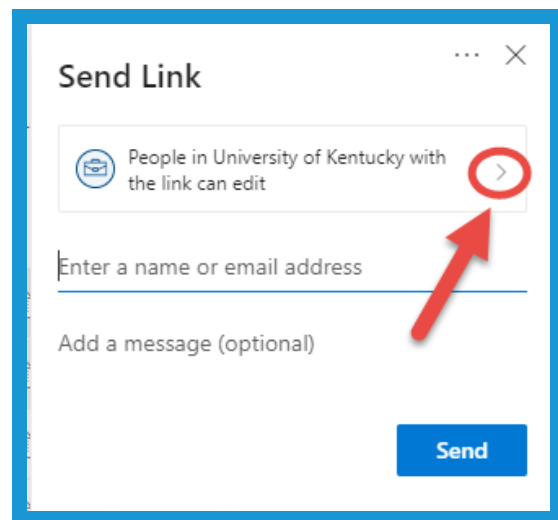
1a. If sharing by logging into your Office 365 account, place your **mouse over the file**. Click the **three dots (1)** to the **right of the file name**, and select **Share (2)**.



1b. If using the **OneDrive app**, **right click** on the file name. Then select **Share**.



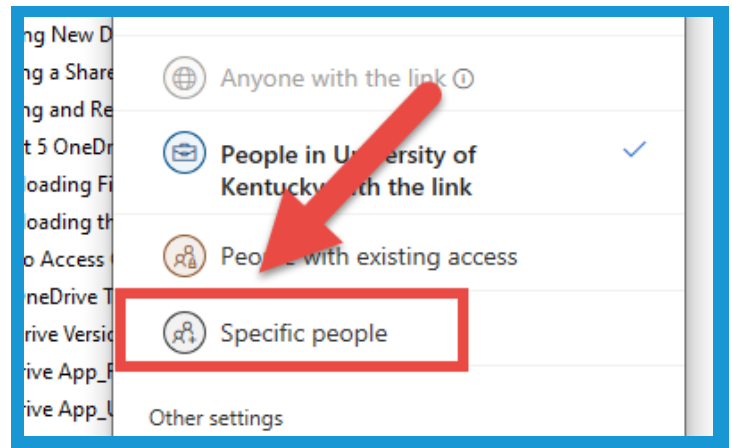
2. Click the **arrow to the right** of the **Link settings window**.



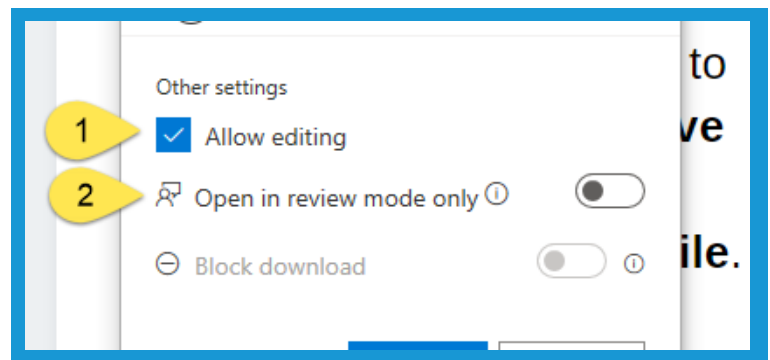
Sharing in OneDrive



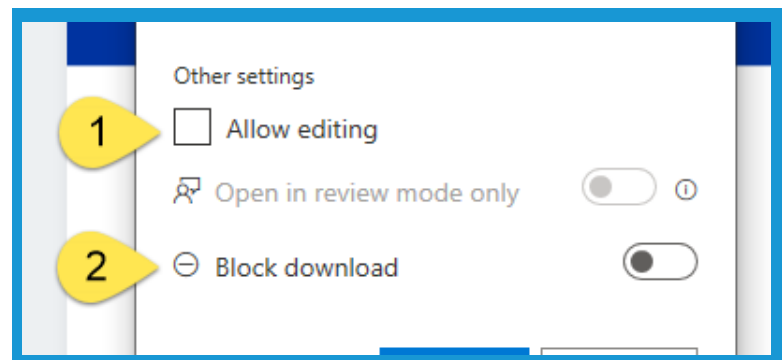
3. Select **Specific People** in the **Link Settings** Window.



4. Uncheck **Allow editing (1)** in the **Link Settings** window to **not allow** the user to make any changes to the file. If the setting is still checked you can chose to **Open in review mode (2)**. This will allow the user to only post comments, and not make changes.



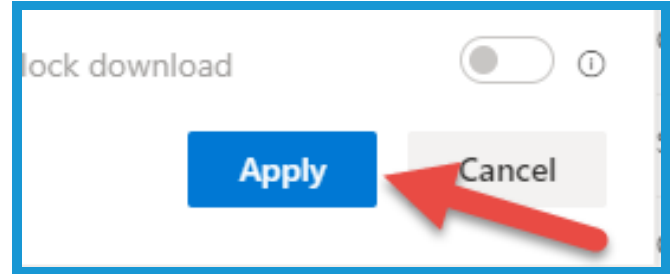
5. If **Allow Editing** is **unchecked (1)**, you can select **Block download (2)** by **clicking the button** to the **right**. This will disable the user's ability to create a copy of the document.



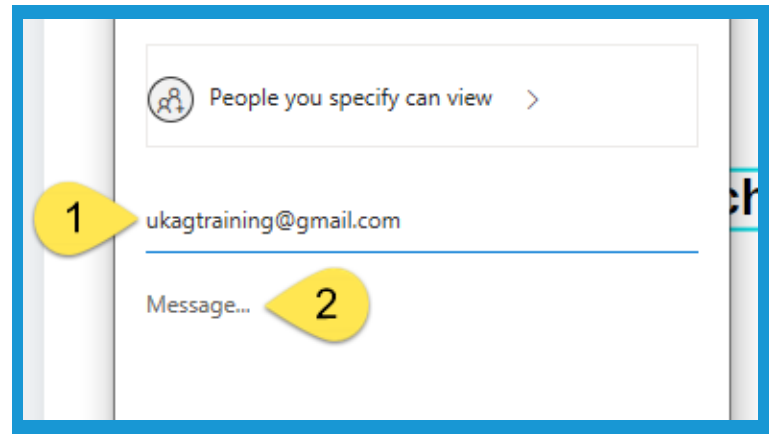
Sharing in OneDrive



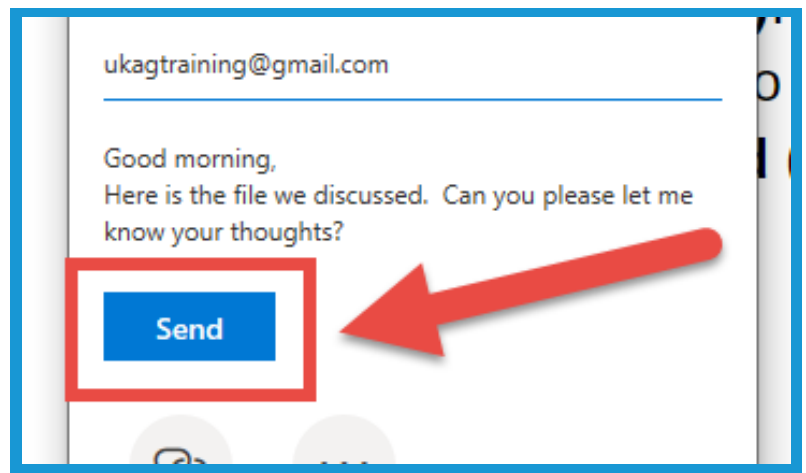
6. Click **Apply** to set the changes.



7. Type the **user's email address** in **email field (1)**. If needed, type a message to the user in the **message field (2)**.



8. Select **Send** to send the invitation to the user.

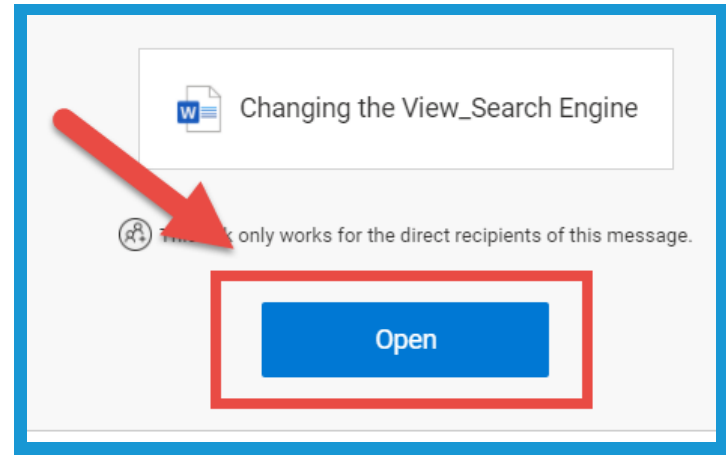


Sharing in OneDrive

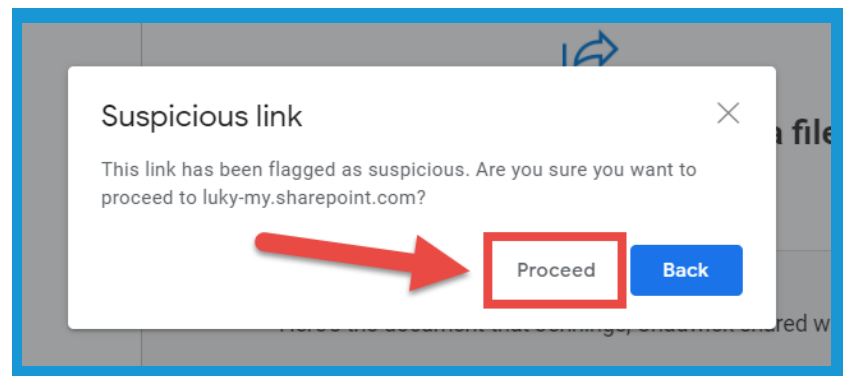


University of Kentucky
College of Agriculture,
Food and Environment
Cooperative Extension Service

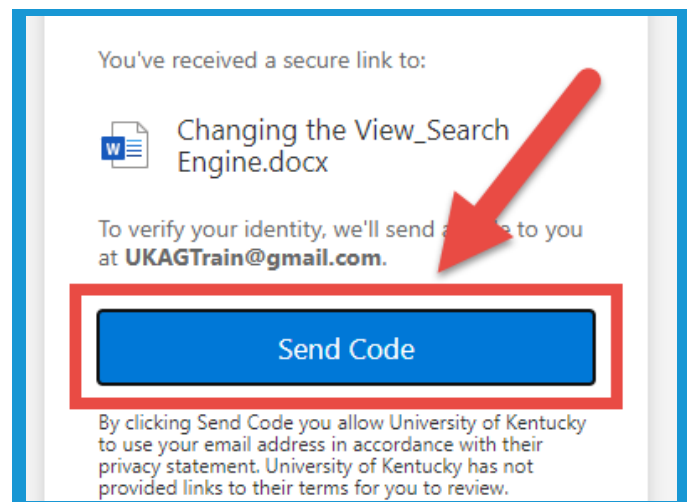
9. Once the user receives the email they will need to select **Open**.



10. If the **Suspicious link** window appears, the user will need to click **Proceed**.



11. The user will need to select the **Send Code** button in the new window.



Sharing in OneDrive



12. The user will need to go back to **their email** to retrieve the **code**. The code can then be entered in the **provided field (1)**, and then select **Verify (2)**. They will then be navigated into the needed document.

