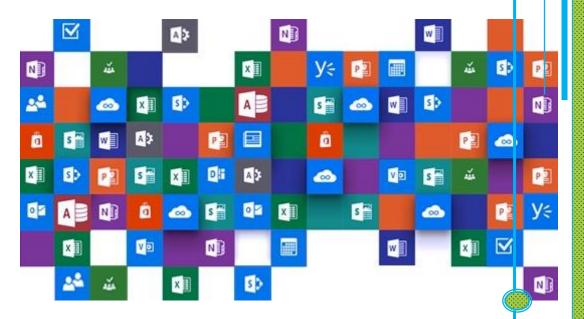




Gold Cloud Platform **Gold Cloud Productivity** Gold Application Development Gold Collaboration and Content Gold Small and Midmarket Cloud Solutions

USER GUIDE ONEDRIVE FOR BUSINESS

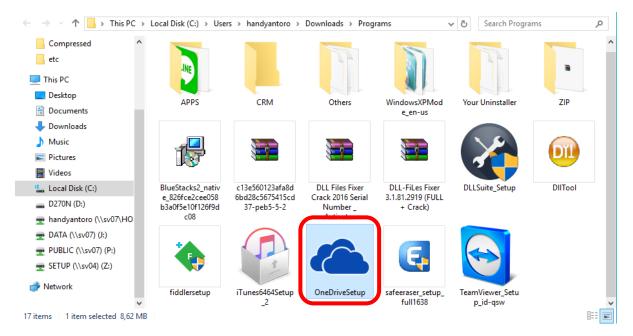


Sync Folders & Files to Computer with OneDrive App

 Download the latest Onedrive App from this URL : <u>https://onedrive.live.com/about/en-us/download/</u> for Windows 7 only, then click *download*. for Windows 8.1 & Windows 10 please you ensure the Windows already up to date, then open *OneDrive* App legacy from Windows, and **jump to the step 3**.

Microsoft Microsoft 365 OneDrive Business Plans and pric	ing 🗸 Features 🗸 Resources 🗸 Download	All Microsoft v 🔎 🔍
OneDrive for		
Windows	₹.4∎ nat \$1 My files + Q	
If you have Windows 10, OneDrive is already installed on your PC. If you're using another version of Windows, install OneDrive to get started.	4 AZ E SI hadds.exp. input of the input of	Conception of the set
Start OneDrive	🔙 😹 💀	Version Science Scienc
Download	Ardta, Mara Grafi Angel Hendri, 1000 Arden Arg Brannes Mara Hendrich A	Andre Market Andre Andre Market Andre Market Andre Market Andre Ma

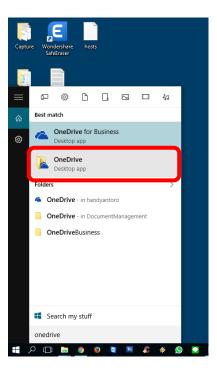
 After you download then install **OneDriveSetup** (the size around 33 MB), for Windows 7 only.





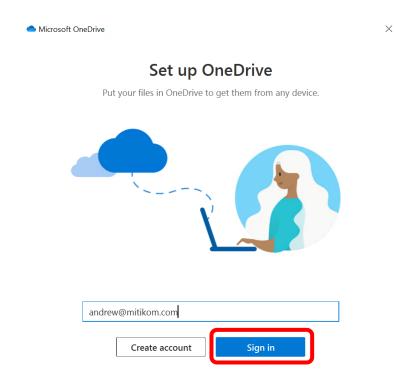


3. After you finished the installation, you can search the **OneDrive** App on start menu of Windows.

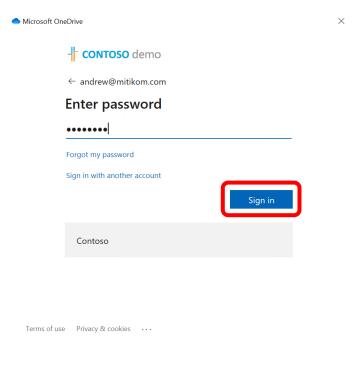




4. On the first page, input you email address (like this picture below), then click Sign in.

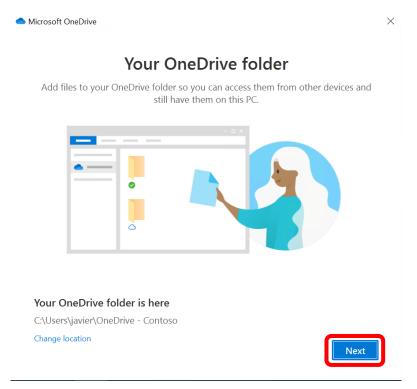


5. In the image below, input your password, then click Sign in

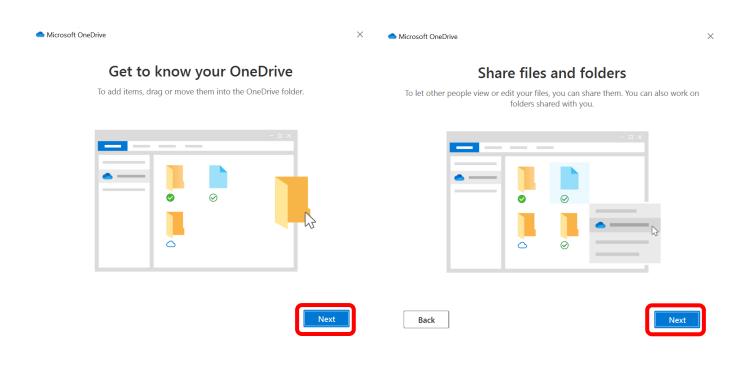




6. After you login, you may change destination folder of your *OneDrive* for the synchronization with click *Change location* or leave it for default location with click *Next*



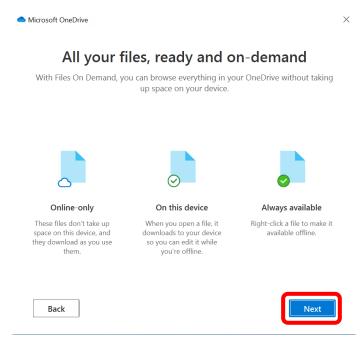
7. Then click *Next* for 2 times.



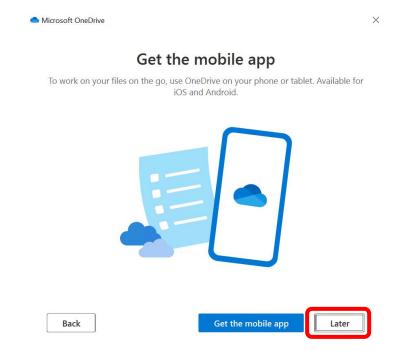




8. There is 3 status of your synchronized Folder or File : *Online-only (on-demand), On this device,* and *Always available*. By default the all Folders and Files will be set to *on-demand* first. Then click *Next*.

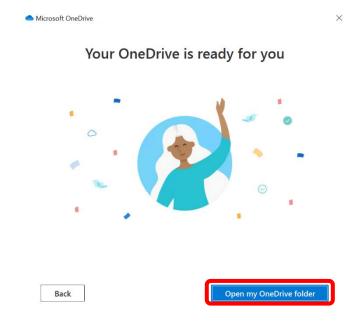


9. More option to get the mobile OneDrive app *Later*.

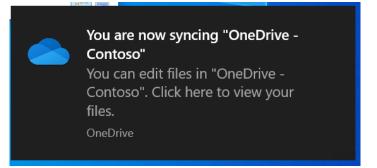




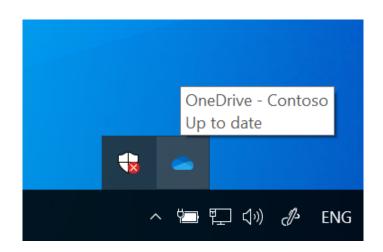
10. Then click Open my OneDrive folder.



11. You will get a notification while OneDrive app sync you Folders and Files.



12. Then you will get new notication again when your synchronization already finished.

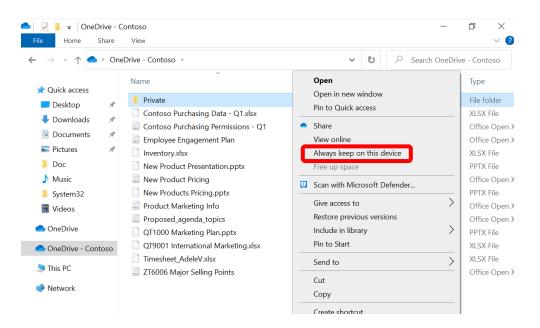




13. The result will be show like the image below with the status for all Folders and Files is *Online-only (on-demand)*.

Image: File Image: File Image: File OneDrive - OneDrive File Home Share	Contoso View			_	
÷ → ~ ↑ 📥 > On	eDrive - Contoso 🕠		ٽ ~		Drive - Contoso
📌 Quick access	Name	Status		modified	Туре
📃 Desktop 🛛 🖈	Private			9/2020 6:13	File folder
🖶 Downloads 🛛 🖈	Contoso Purchasing Data - Q1.xlsx		07/0	3/2020 12:08	XLSX File
🖹 Documents 🖈	Contoso Purchasing Permissions - Q1		07/0	3/2020 12:08	Office Open
	🔜 Employee Engagement Plan		07/0	3/2020 10:58	Office Oper
Pictures Inventory.xlsx Doc New Product Presentation.pptx		\bigcirc	07/0	3/2020 12:07	XLSX File
			07/0	3/2020 12:08	PPTX File
👌 Music	New Product Pricing		07/0	3/2020 12:08	Office Oper
System32	New Products Pricing.pptx		07/0	3/2020 12:07	PPTX File
📕 Videos	Product Marketing Info		07/0	3/2020 12:07	Office Oper
	Proposed_agenda_topics		07/0	3/2020 10:58	Office Oper
loneDrive	QT1000 Marketing Plan.pptx		07/0	3/2020 12:07	PPTX File
le OneDrive - Contoso	QT9001 International Marketing.xlsx		07/0	3/2020 12:07	XLSX File
- Childson - Contoso	Timesheet_AdeleV.xlsx		07/0	3/2020 12:07	XLSX File
狊 This PC	ZT6006 Major Selling Points	_ ○	07/0	3/2020 12:08	Office Oper
🔮 Network					

14. You can change the status to *Always available* with right click on your Folder / File that you want, then click *Always keep on this devices*. After that, Folder / File will be downloaded automatically.







15. The result will be show like the image below, the symbol of status is green check mark.

ile Home Share	e View			\sim (
→ ~ ↑ <mark>●</mark> · (DneDrive - Contoso 🕠		・ じ	Drive - Contoso
🖈 Quick access	Name	Status	Date modified	Туре
Desktop	📕 Private	0	11/09/2020 6:14	File folder
	Contoso Purchasing Data - 01.xlsx	0	07/03/2020 12:08	XLSX File
Downloads *	Contoso Purchasing Permissions - Q1	0	07/03/2020 12:08	Office Open
🖆 Documents 🛛 🖈	Employee Engagement Plan	0	07/03/2020 10:58	Office Oper
Notures 🛛 🖈	Inventory.xlsx	0	07/03/2020 12:07	XLSX File
📕 Doc	New Product Presentation.pptx	0	07/03/2020 12:08	PPTX File
👌 Music	New Product Pricing	0	07/03/2020 12:08	Office Open
System32	New Products Pricing.pptx	0	07/03/2020 12:07	PPTX File
Videos	Product Marketing Info	0	07/03/2020 12:07	Office Open
Videos	Proposed_agenda_topics	0	07/03/2020 10:58	Office Open
left one Drive	QT1000 Marketing Plan.pptx	0	07/03/2020 12:07	PPTX File
OneDrive - Contoso	QT9001 International Marketing.xlsx	0	07/03/2020 12:07	XLSX File
- Concorne - Concoso	Timesheet AdeleV.xlsx	0	07/03/2020 12:07	XLSX File
ithis PC	ZT6006 Major Selling Points	0	07/03/2020 12:08	Office Oper

Image: Image	View		_	0 × ~ ?
← → ~ ↑ 📕 → On	eDrive - Contoso → Private	~	ン P Search Priva	ate
 ✓ Quick access ✓ Desktop ✓ Downloads ✓ Documents ✓ Pictures ✓ Doc ✓ Music 	Name	Status	Date modified 07/03/2020 12:08	Type XLSX File





Sync Shared Folder to Computer with OneDrive App

- 1. Sign in to Office 365 (<u>https://portal.office.com</u>) via *browser*.
- 2. Click symbol *OneDrive* like the image below.

III Office	365			_	-	
Outlook	Calendar	People	Newsfeed	OneDrive	Sites	Tasks
Word Online	X Excel Online	P P PowerPoint Online	OneNote Online	A		My apps

3. Click *Shared* → click *Shared with you* → click Folder / File that you want to sync to your local computer.

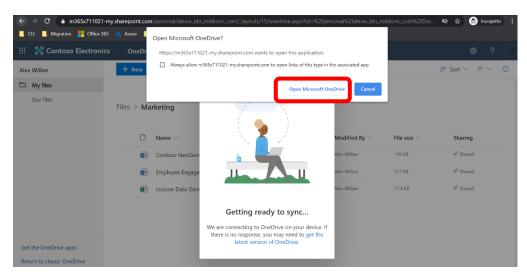
Adele Vance	Shared with you Shared by you O Popular around me files will appear here as others share and collaborate on files.		↓≂ Sort ∨ = ∨ ① ×
 Recent Shared Shared libraries 	Shared with me		
Recycle bin	\Box Name \vee	Date Shared \downarrow \checkmark	Shared By \smallsetminus
	Marketing personal > alexw_idn_mitikom_com > Documents	17 minutes ago	Alex Wilber
	Proposed_agenda_topics.docx personal > admin_m365x711021_onmicrosoft_com > Documents	3/14/2020	MOD Administrator
	European Expansion.xlsx personal > isaiahl_m365x711021_onmicrosoft_com > Documents	3/7/2020	lsaiah Langer
	November-December Ad Proposals.pptx	3/7/2020	Miriam Graham

4. After you enter to a Folder, Click Sync.

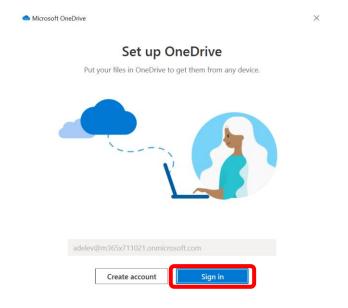
👯 윉 Contoso Electronics	OneDrive	🔎 Search				¢ ?
Alex Wilber	+ New ~ ↑	Upload \vee 🖻 Share 🛛 Copy li	nk 🧔 Sync 🛓 I	Download		↓≓ Sort ∨ 🚍 ∨
My files Our files	Files > Marketing	9				
	🗋 Name	~	Modified \vee	Modified By \smallsetminus	File size \smallsetminus	Sharing
	Dia Contos	so NextGen Camera Product Plannin	March 6	Alex Wilber	118 KB	R ^۹ Shared
	💼 Emplo	yee Engagement Plan.docx	March 6	Alex Wilber	731 KB	R ^A Shared
	Incom	e Data Denver.xlsx	March 6	Alex Wilber	17.4 KB	8 ⁹ Shared



5. Click Open Microsoft OneDrive.



6. Then click *Sign in*.



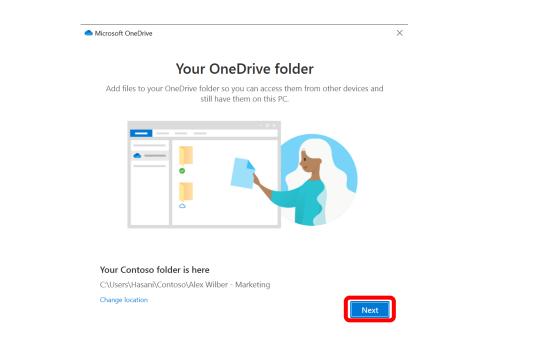
7. Input your password then click *Sign in*.

licrosoft Or	neDrive	×
	← adelev@m365x711021.onmicrosoft.com	
	Enter password	
	Forgot my password	
	Sign in with another account	
	Contoso	

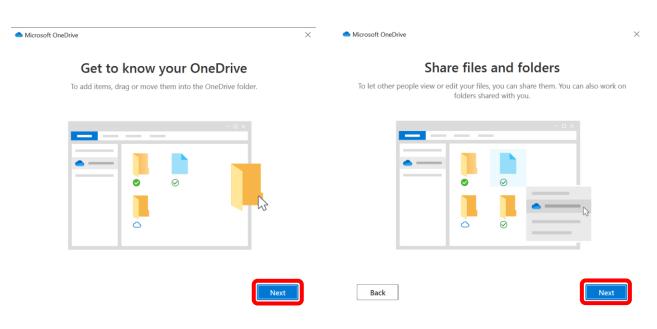
Terms of use Privacy & cookies ...



8. After you login, you may change destination folder of your *OneDrive* for the synchronization with click *Change location* or leave it for default location with click *Next*.



9. Then click *Next* for 2 times.



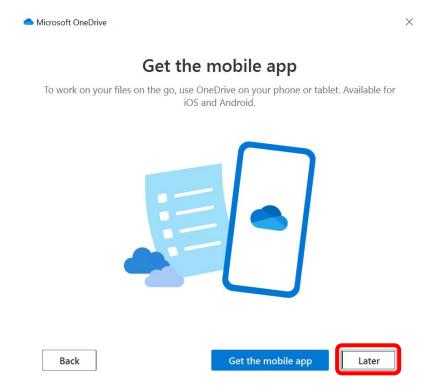




10. There is 3 status of your synchronized Folder or File : *Online-only (on-demand), On this device,* and *Always available*. By default the all Folders and Files will be set to *on-demand* first. Then click *Next*.

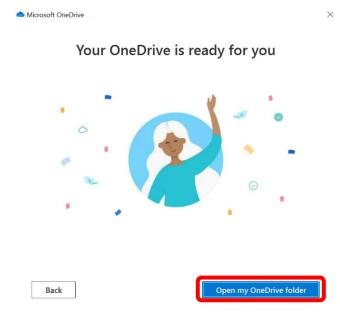
es ready and o	n-demand
-	
up space on your device.	- -
$\overline{\checkmark}$	
U	
On this device	Always available
When you open a file, it	Right-click a file to make it
	available offline.
you're offline.	
	On this device When you open a file, it downloads to your device so you can edit it while

11. More option to get the mobile OneDrive app *Later*.





12. Then click Open my OneDrive folder.



13. There is 2 notifications : while the synchronization your Folder / Files and the synchronization already finished.

You are now syncing "Alex Wilber - Marketing" You can edit files in "Alex Wilber - Marketing". Click here to view your files. 5:14 amWelcome to OneDrive To view your files, review settings, and manage all things OneDrive, just click the cloud icon in the taskbar below to access the Activity Center.5:14 amOneDrive

14. The result will be show like the image below with the status for all Folders and Files is *Online-only (on-demand)*.

III <mark> </mark>	View		_	0 × ~(
\leftarrow \rightarrow \checkmark \uparrow 📓 \rightarrow Cor	itoso	×	ひ 。 Search Con	toso
 Quick access Desktop Downloads Documents Pictures Pictures Doc Music System32 Videos Contoso In OneDrive OneDrive - Contoso This PC Network 	Name Alex Wilber - Marketing	Status	Date modified 11/09/2020 6:20	Type File folder



Sync Sharepoint Document Library to your Computer with Onedrive App

1. Sign in to <u>https://portal.office.com</u> \rightarrow click *SharePoint*. Then choose a *Site* that you want. For example : Site Sales and Marketing.

🔢 🛞 Contoso Electr	ronics	SharePoint <i>P</i> Searc	h		\$?	
+ Create site $+$ Create	e news post					
Following Retail HR Sales and Marketing	* * *	News from sites		See all		
Recent Sales and Marketing	*	Sales and Marketing New International Marketing Initiatives Miriam Graham	g Marketing: New VPN Connection Procedure Allan Deyoung	Sales and Marketing Marketing Lunch		
Contoso Web 1 Retail	☆ ★	3/7/2020	3/7/2020	3/7/2020		
Communication site	☆	Frequent sites				

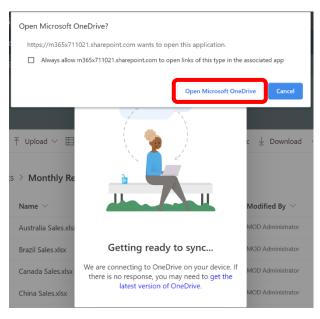
2. Click Documents, then choose a Folder that you want to sync, for example : Folder Monthly Reports. Then click Sync.

👯 🔀 Contoso Electron	ics SharePoint	🔎 Search this library	,			ŝ	?
Plan Work @ Contoso No	ews Brand Executive Cor	ner HR 🗸 Opera	ations Sales & Marketing \sim				
Sales and Public group	Marketing						ollowing nembers
Notebook	$+$ New \vee $\overline{\uparrow}$ Upload	✓	🖻 Share 🐵 Copy link 📿	∄ Sync 🛓 Download	\cdots \equiv All Documents \vee	∇	i) ∠ ⁿ
Home							
Documents	Documents > Mon	thly Reports					
Shared with us	\square Name \vee		Modified $ \smallsetminus $	Modified By $ \smallsetminus $	$+$ Add column $ \smallsetminus $		
Product List	💵 Australia	5ales.xlsx	March 6	MOD Administrator			
Pages	🔊 🛛 Brazil Sale	s.xlsx	March 6	MOD Administrator			
Site contents	🔊 🖬 Canada S	ales.xlsx	March 6	MOD Administrator			
Recycle bin 🗸	🔊 China Sale	es.xlsx	March 6	MOD Administrator			
Return to classic SharePoint	France Sa	es.xlsx	March 6	MOD Administrator			

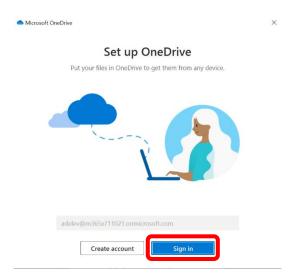




3. On the image below, click *Open Microsoft OneDrive*.



4. Then click Sign in.



5. input your password \rightarrow click *Sign in*.

licrosoft Or	heDrive	\times
	← adelev@m365x711021.onmicrosoft.com	
	Enter password	
	Forgot my password	
	Sign in with another account	
	Sign in	
	Contoso	

Terms of use Privacy & cookies •••



6. After you login, you may change destination folder of your **OneDrive** for the synchronization with click **Change location** or leave it for default location with click **Next**.

	_	Microsoft OneDrive		×	
		Your One	Drive folder		
		Add files to your OneDrive folder so yo still have th	ou can access them from other dev nem on this PC.	rices and	
		Your Contoso folder is here C:\Users\Hasani\Contoso\Alex Wilber - M Change location	Marketing	Next	
7. then click	Next for 2 time	25.			
 Microsoft OneDrive 		×	 Microsoft OneDrive 		×
	t to know your (tems, drag or move them into		To let other people	Share files and fo view or edit your files, you can sha folders shared with you	re them. You can also work on
		- • ×			- 0 ×
		Next	Back		Next

8. There is 3 status of your synchronized Folder or File : *Online-only (on-demand), On this device,* and *Always available*. By default the all Folders and Files will be set to *on-demand* first. Then click *Next*.

with riles On Demand, ye	ou can browse everything in yo up space on your device.	ur OneDrive without taking
Online-only These files don't take up space on this device, and hey download as you use them.	On this device When you open a file, it downloads to your device so you can edit it while you're offline.	Always available Right-click a file to make it available offline.

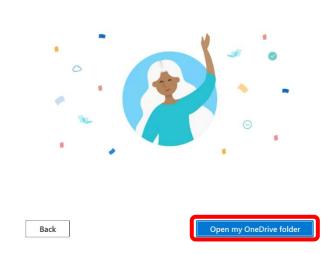


9. More option to get the mobile OneDrive app *Later*.

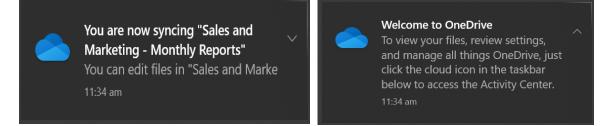


10. Then click **Open my OneDrive folder**.





11. There is 2 notifications : while the synchronization your Folder / Files and the synchronization already finished.







12. The result will be show like the image below with the status for all Folders and Files is Online-only (on-demand).

📲 📝 📜 🖛 Contos File Home Sh	0 hare	View				-	ć	כ	× ~ ?
← → ~ ↑ 🖬 >	Con	toso >		~	U	♀ Search Cont	oso		
👻 素 Quick access		Name	Status		Date	modified	1	Гуре	
Desktop	*	📕 Alex Wilber - Marketing	0		14/0	9/2020 11:53	F	ile fo	der
Downloads	*	Sales and Marketing - Monthly Reports			14/0	9/2020 11:55	F	ile fo	der
Documents	*								
Note: Pictures	*								
📙 Doc									
👌 Music									
System32									
📑 Videos									
> 📱 Contoso									
🔉 🥌 OneDrive									
> 🥌 OneDrive - Conto	so								
🔉 🤳 This PC									
> 🔮 Network									

13. Enter to Folder Sales and Marketing – Monthly Reports, to see the Folders / Files that you have synchronized.

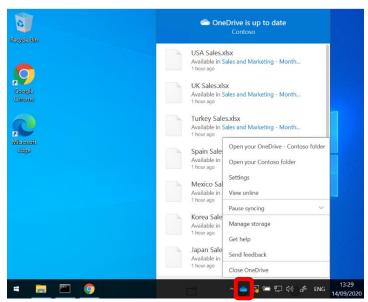
le Home Share	View			\sim
→ · ↑ 🖡 · Co	ontoso	ports	・ じ	s and Marketing
Quick access	Name	Status	Date modified	Туре
Desktop 🖈	Australia Sales.xlsx		07/03/2020 14:27	XLSX File
Downloads	Brazil Sales.xlsx		07/03/2020 14:27	XLSX File
	Canada Sales.xlsx		07/03/2020 14:28	XLSX File
Documents *	China Sales.xlsx		07/03/2020 14:29	XLSX File
Note: Pictures 🖉 🖈	France Sales.xlsx	0	07/03/2020 14:29	XLSX File
📕 Doc	Germany Sales.xlsx	0	07/03/2020 14:30	XLSX File
👌 Music	India Sales.xlsx	0	07/03/2020 14:31	XLSX File
System32	Indonesia Sales.xlsx	0	07/03/2020 14:31	XLSX File
Videos	Italy Sales.xlsx	0	07/03/2020 14:32	XLSX File
	Japan Sales.xlsx	0	07/03/2020 14:33	XLSX File
Contoso	Korea Sales.xlsx	0	07/03/2020 14:33	XLSX File
OneDrive	Mexico Sales.xlsx	0	07/03/2020 14:34	XLSX File
	Spain Sales.xlsx	0	07/03/2020 14:35	XLSX File
OneDrive - Contoso	Turkey Sales.xlsx	0	07/03/2020 14:35	XLSX File
This PC	UK Sales.xlsx	0	07/03/2020 14:36	XLSX File
	USA Sales.xlsx	0	07/03/2020 14:37	XLSX File





Manage OneDrive App on Windows 10

1. Right click **OneDrive App** icon on the right bottom of taskbar like the image below.

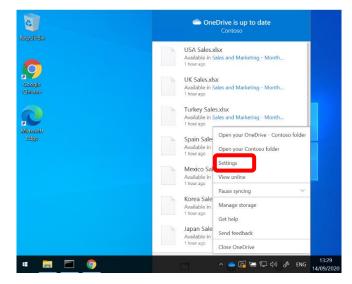


2. You may choose *Pause syncing* if your internet connections is unstable, like the image below. There is option for 2 hours, 8 hours and 24 hours, after meet the interval the synchronization process will be resume automatically.

🗢 One	eDrive is up to date Contoso
USA Sales.x Available in S 1 hour ago	dsx Sales and Marketing - Month
UK Sales.xls	5X
Available in 1 hour ago	Open your OneDrive - Contoso folder
Turkey Salı	Open your Contoso folder
Available in 1 hour ago	Settings
Spain Sale	View online
Available in 1 hour ago	Pause syncing
Mexico Sal	2 hours
Available in 1 hour ago	8 hours
	24 hours
Korea Sale Available in	Manage storage
1 hour ago	Get help
Japan Sale Available in	Send feedback
1 hour ago	Close OneDrive



3. You can click *Settings* more options, like the image below.



4. On tab *Settings* there is *General* Information, *Notifications*, *Files on-Demand* like the image below.

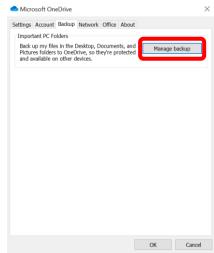
 Microsoft OneDrive 	\times
Settings Account Backup Network Office About	
General	
Start OneDrive automatically when I sign in to Windows	
Automatically pause sync when this device is in battery saver mode	
\checkmark Automatically pause sync when this device is on a metered network	
Notifications	
Warn me before removing files from the cloud	
✓ Notify me when sync is auto-paused	
Files On-Demand	
Save space and download files as you use them More info	
OK Can	tel

5. On tab *Account*, there is information about your *OneDrive* capacity, and status of your account / folder that you have synchronized currently.

Settings Account Backup Network Office	
OneDrive - Contoso (AdeleV@M365x71102	21.OnMicrosoft.com)
18 MB of 5.120 GB cloud storage used Manage storage Unlink this PC	Add an account
3 locations are syncing OneDrive - Contoso	
8 KB used on this PC	Choose folders Stop sync
Alex Wilber - Marketing 0 KB	Choose folders Stop sync
Sales and Marketing - Monthly Reports 0 KB	Choose folders Stop sync



6. On tab *Backup*, you may synchronize your Folder Desktop, Documents dan Pictures with click *Manage Backup*.



7. Then you may choose between 3 Folder below that you want to sync. Include your Onedrive capacity after you do synchronize, then click *Start backup*.

Man	age folder bac	kup
elected folders will sync in Or backed up, and available on		les will be added to OneDrive, rou lose this PC. Learn more.
•		•
Desktop 0 КВ	Documents 0 KB	Pictures 352 KB
pace left in OneDrive after selectio	n: 5.120 GB	

8. On tab *Network* you may to limit bandwith rate of upload and download.

Settings Account	Backup Network Off	ice About	
Upload rate			
O Adjust auto	matically		
Oon't limit			
O Limit to:	125 KB/s		
Download rate			
Don't limit			
O Limit to:	125 KB/s		
	hange upload and dowr	<u>lioau rates</u>	
	nonye uprodu anu sowi	liud Lates	

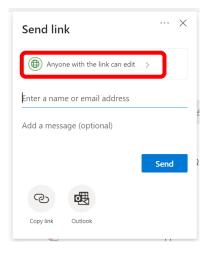


Share Folder / File and Manage Permission

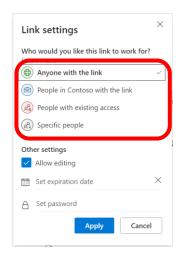
1. On *OneDrive* display via browser below, choose Folder / File that you want to share, then click **Share** icon like the image below.

::: OneDrive	₽ Search			© ?
Adele Vance	🖆 Share 📀 Copy link 📮 Request files 🛓 D	ownload 📋 Delete 🛋 Rena	me ··· ↓≂ Sort ∨	\times 1 selected = \vee
🗅 My files				
🕲 Recent	Files			
g ^R Shared				
Shared libraries	🗋 Name 🗠	Modified > Modifie	d By \checkmark File size \checkmark	Sharing
S Discover	📀 🛅 Private 🔛 🖂	March 6 Adele Va	nce 1 item	Private
Recycle bin	😰 Contoso Purchasing Data - Q1.xlsx G	March 6 Adele Va	nce 20.0 KB	Private
	Contoso Purchasing Permissions - Q1.docx 🖯	March 6 Adele Va	nce 26.3 KB	Private
	Employee Engagement Plan.docx	March 6 Adele Va	nce 731 KB	Private
	Inventory.xlsx	March 6 Adele Va	nce 10.4 KB	Private
	New Product Presentation.pptx	March 6 Adele Va	nce 480 KB	R ^A Shared
Get the OneDrive apps	New Product Pricing.docx	March 6 Adele Va	nce 713 KB	R ^R Shared
Return to classic OneDrive	New Products Pricing.pptx	March 6 Adele Va	nce 504 KB	Private

2. Click *Anyone with the link can edit* to set advance permission.

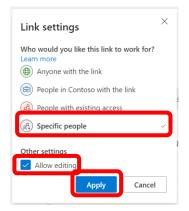


3. You will see the available permission that you can use.





4. For example : you may permission *Specific people* \rightarrow thick *Allow editing* \rightarrow click *Apply*



5. Typing name / email address of recipient, then click Send.

Send link \cdots \times	Send link \cdots \times
R People you specify can edit >	$(\widehat{\mathfrak{A}})$ People you specify can edit $>$
alexw	lex Wilber X
Alex Wilber Marketing Assistant	Add another Add a message (optional)
Search directory	Send
③ 興	 به ه
Copy link Outlook	Capy link Outlook

6. For manage Folder / File that you have shared before, you can choose the Folder / File, the click 'three dots', click *Manage access*.

::: OneDrive		🔎 Search				@ ? (AV)
Adele Vance	ピ Share	👁 Copy link 🛱 Request files 🛓 D	ownload 间 Delete 🛛	🕸 Rename 🛛 …	J≓ Sort ∨ 🛛 🗙 1	selected = \vee ()
D My files						
🕄 Recent	Files					
g ^q Shared			Share			
Shared libraries	D	Name $^{\vee}$	Copy link	lodified By \smallsetminus	File size \smallsetminus	Sharing
S Discover	 Image: Image: Ima	Private :	Request files	dele Vance	1 item	я ^{9,} Shared
छि Recycle bin	X	Contoso Purchasing Data - Q1.xlsx	Manage access	dele Vance	20.0 KB	Private
	W	Contoso Purchasing Permissions - Q1.docx 🖯	Download Delete	dele Vance	26.3 KB	Private
		Employee Engagement Plan.docx	Move to	dele Vance	731 KB	Private
		Inventory.xlsx	Copy to	dele Vance	10.4 KB	Private
		New Product Presentation.pptx	Rename	dele Vance	480 KB	R ^R Shared
Get the OneDrive apps	W	New Product Pricing.docx	Automate	Jele Vance	713 KB	x ^R Shared
Return to classic OneDrive	_		Details	dala Manna	En a Va	Brivata





7. You will see the information who can access the Folder like the image below. Click 'three

dots' beside Copy to see the detail information.

:::: OneDrive	🔎 Search			Ø	? (AV)
Adele Vance	🖻 Share 🐵 Copy link 🕞 Request files 🞍	Download 📋 Delete	🛋 Rename	Rivate	×
🗅 My files				Manage Access	
🖑 Recent	Files			manage / leeess	
g ^q Shared					
Shared libraries	🗋 Name 🗁	Modified $^{\smallsetminus}$	Modified By \smallsetminus	$^{\odot}$ Links giving access $^{\odot}$	🖻 Share
 Discover Recycle bin 	🕑 📴 Private 🖻	March 6	Adele Vance	(g) https://m365x711021	Сору
Recycle bin	Contoso Purchasing Data - Q1.xlsx	March 6	Adele Vance	People you specify can edit	U
	Contoso Purchasing Permissions - Q1.docx	(\ominus March 6	Adele Vance	۵ ک	
	Employee Engagement Plan.docx	March 6	Adele Vance	^Q ₀ Direct access ①	+
	inventory.xlsx	March 6	Adele Vance	Adele Vance	Owner
	New Product Presentation.pptx	March 6	Adele Vance	Tecon wanager	
Get the OneDrive apps	New Product Pricing.docx	March 6	Adele Vance		Advanced
Return to classic OneDrive	New Products Pricing.pptx	March 6	Adele Vance		

8. You may remove all permission with click **X** symbol beside *Copy*. For changing permission to read only you can click *Can view* like the image below. Then klik *Save*.

::: OneDrive		@ ? (A
Adele Vance	😢 Share 📀 Copy link 🖏 Request files 🛓 Download 📋 Delete 🖷 Rename \cdots	\leftarrow Manage access $ imes$
My files Image: Second symposium g ^R Shared	Files	Attps://m365x71102 Copy People you specify can edit
Shared libraries	$\begin{tabular}{lllllllllllllllllllllllllllllllllll$	Link settings
Discover	🕑 📜 Private 🖾 : March 6 Adele Vance	🖉 Can edit 🗸 🗸
Recycle bin	Contoso Purchasing Data - Q1.xlsx Θ March 6 Adele Vance	🖉 Can edit
	Contoso Purchasing Permissions - Q1.docx Θ March 6 Adele Vance	Make any changes
	Employee Engagement Plan.docx March 6 Adele Vance	Cannot make changes
	Inventory.xlsx March 6 Adele Vance	Specify people for this link
	New Product Presentation.pptx March 6 Adole Vance	Alex Wilber ×
Get the OneDrive apps	New Product Pricing.docx March 6 Adele Vance	
Return to classic OneDrive	New Products Pricing.pptx March 6 Adele Vance	Save Discard

 You will get information about the permission changes will be affect to everyone who uses the link, then click *Change it*.

🔛 On	neDrive		👂 Search				@ ?
Adele Van	nce	🖻 Share	🐵 Copy link	🛱 Request files 🚽	Download 📋 Dele	te 🚎 Rename	···· ← Manage access ×
My f Rece	ent F	iles					https://m365x71102 Copy People you specify can edit
II\ Shan	red libraries	D	Name 🖂	Are you sure	ou want to	× Modified By	Link settings
⑤ Disco 窗 Recy	over /cle bin	•	Private Contoso Purchasi	change the lir	nk setting?	Adele Vance	🔀 Can view 🗸 🗸
			Contoso Purchasii Employee Engager Inventory.xlsx		March 6 March 6	Adele Vance Adele Vance Adele Vance	This link works for Specify people for this link
Get the C	OneDrive apps	•	New Product Press			Adele Vance	Alex Wilber ×
Return to	a classic OneDrive	•	New Products Price				Save Discard



10. The result like the image below, the permission already changed to read only.

::: OneDrive		✓ Search			@ ? (A
Adele Vance	🖻 🖄 Share	🐵 Copy link 📑 Request files 🛓 🛛	Download 📋 Delete	🖷 Rename \cdots	\leftarrow Manage access $\qquad \qquad $
My files Shared	Files				https://m365x71102 Copy × People you specify can edit X
Shared libraries	D	Name $^{\smallsetminus}$	Modified $^{\smallsetminus}$	Modified By \smallsetminus	Link settings
Discover	O	Private 🖄 :	March 6	Adele Vance	🗶 Can view 🗸 🗸
C Recycle bin		Contoso Purchasing Data - Q1.xlsx	March 6	Adele Vance	Die Currien
		Contoso Purchasing Permissions - Q1.docx	∋ March 6	Adele Vance	
		Employee Engagement Plan.docx	March 6	Adele Vance	This link works for
	2	Inventory.xlsx	March 6	Adele Vance	Specify people for this link
		New Product Presentation.pptx	March 6	Adele Vance	Alex Wilber ×
Get the OneDrive apps		New Product Pricing.docx	March 6	Adele Vance	
Return to classic OneDriv	•	New Products Pricing.pptx	March 6	Adele Vance	Save Discard

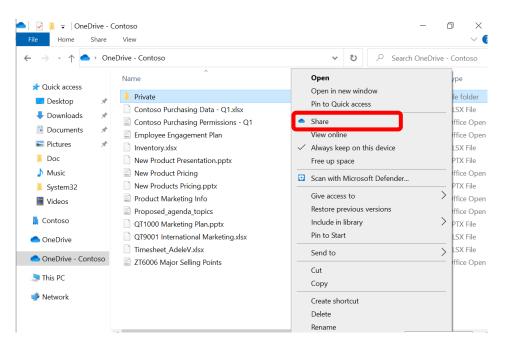
::: OneDrive	✓ Search		@ ? (AV)
Adele Vance	🖻 Share 🐵 Copy link 🛱 Request files 🛓 D	ownload 📋 Delete 📑 Rename \cdots	Rrivate X
My files Recent Shared	Files		Manage Access
Shared libraries	\square Name \vee	Modified $\!$	⊕ Links giving access ③
Discover	🕑 🛃 Private 🖻	March 6 Adele Vance	(A) https://m365x711021 Copy
🗑 Recycle bin	Contoso Purchasing Data - Q1.xlsx 🤤	March 6 Adele Vance	People you specify can view
	Contoso Purchasing Permissions - Q1.docx G	March 6 Adele Vance	🎯 🗸
	Employee Engagement Plan.docx	March 6 Adele Vance	^{P₀} Direct access ① +
	inventory.xlsx	March 6 Adele Vance	Adele Vance Owner
	New Product Presentation.pptx	March 6 Adele Vance	Retail Manager
Get the OneDrive apps	New Product Pricing.docx	March 6 Adele Vance	Advanced
Return to classic OneDrive	New Products Pricing.pptx	March 6 Adele Vance	Advanced





11. For sharing Folder / File, also you can do from Windows Explorer on you computer.

Right click on your folder that you want to share, then click Share.



12. You will see like the image below. Then you can manage permission and recipient, repeat the step number 2 before, and follow the instructions.

File Home Share	View	Share "Private"	× ~ ?
\leftarrow \rightarrow \cdot \uparrow \bigcirc \rightarrow One	eDrive - Contoso	Send link Private	••• e - Contoso
Quick access	Name		Туре
Desktop 🖈	Private Contoso Purchasing Data - Q1.xlsx	\bigoplus Anyone with the link can edit $>$	File folder XI SX File
Downloads	Contoso Purchasing Para - QT.xisx		Office Open 2
 Documents * Pictures * 	Employee Engagement Plan	Enter a name or email address	Office Open 2 XLSX File
Doc	New Product Presentation.pptx	Add a message (optional)	PPTX File
Music System32	New Product Pricing New Products Pricing.pptx		Office Open 2 PPTX File
🚰 Videos	Product Marketing Info Proposed agenda topics	Send	Office Open 2 Office Open 2
📓 Contoso	QT1000 Marketing Plan.pptx		PPTX File
loneDrive	QT9001 International Marketing.xlsx Timesheet_AdeleV.xlsx	ල ····	XLSX File XLSX File
length - Contoso	ZT6006 Major Selling Points	Copy link More apps	Office Open 2
🤳 This PC			
🕩 Network			
	<		>

