## How To Create An OneDrive Share

1. Login to TECHweb and click files



## 2. Create a new folder for your class

Documents - OneDrive	× +							_ @ ×
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Shared libraries	OneNote notebook	April 22, 2017	Jon Kelley	1 item	Private			
CSET	Forms for Excel 5	October 17, 2018	Jon Kelley	4 items	R <sup>R</sup> Shared			
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CSET Ambassadors	Notebooks	October 17, 2018	Jon Kelley	1 item	Private			
Oregon Institute of Techn	Public	January 10	Jon Kelley	1 item	Private			
Doug Lynn's Sharepoint	Activities for Jon.docx	April 3, 2016	Jon Kelley	16.3 KB	Private			
Calvin Caldwell's Sharepo	Book 1.xlsx	November 10, 2019	Jon Kelley	9.70 KB	Private			
More libraries	Book.xlsx	March 5, 2019	Jon Kelley	8.60 KB	A <sup>R</sup> Shared			
	CST 351 Quiz 0.docx	April 6, 2016	Jon Kelley	226 KB	Private			
	Document.docx	September 19, 2019	Jon Kelley	11.5 KB	Private			
	History 103 - HW 1.docx	April 4, 2016	Jon Kelley	16.9 KB	Private			
	Jon @ Oregon Institute of Technology	October 17, 2018	Jon Kelley		Private			
	Eucas_Final.zip	March 21, 2019	Jon Kelley	26.9 MB	# <sup>8</sup> Shared			
	powershell.zip	October 25, 2018	Jon Kelley	69.3 MB	Private			
Get the OneDrive apps Return to classic OneDrive								~

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Oregon Institute of Techn		Notebooks	October 17, 2018	Jon Kelley	1 item	Private			
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		powershell.zip	October 25, 2018	Jon Kelley	69.3 MB	Private			
Get the OneDrive apps Return to classic OneDrive									

3. Click on the three dots next to the folder you just created.

4. Click share from the list

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- 5. Pick your permission level and add the people you would like to send the link to
  - a) Anyone with a link (Default): Anyone with the link, whether or not you gave it to them, can access the folder and everything inside it.

- b) People in Oregon...With the link: Anyone with an OIT email and the link can access the folder and its contents.
- c) People with existing access can be used by people who already have access to the document or folder. It does not change the permissions on the item. Use this if you just want to send a link to somebody who already has access.
- d) Specific People: gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link



6. After clicking send, anyone you specified will get an email that you shared an item with them. If anyone need to be able to edit items in the folder, you need to specify that while you are choosing your permission level, it is read only by default.

These instructions work for individual files as well.