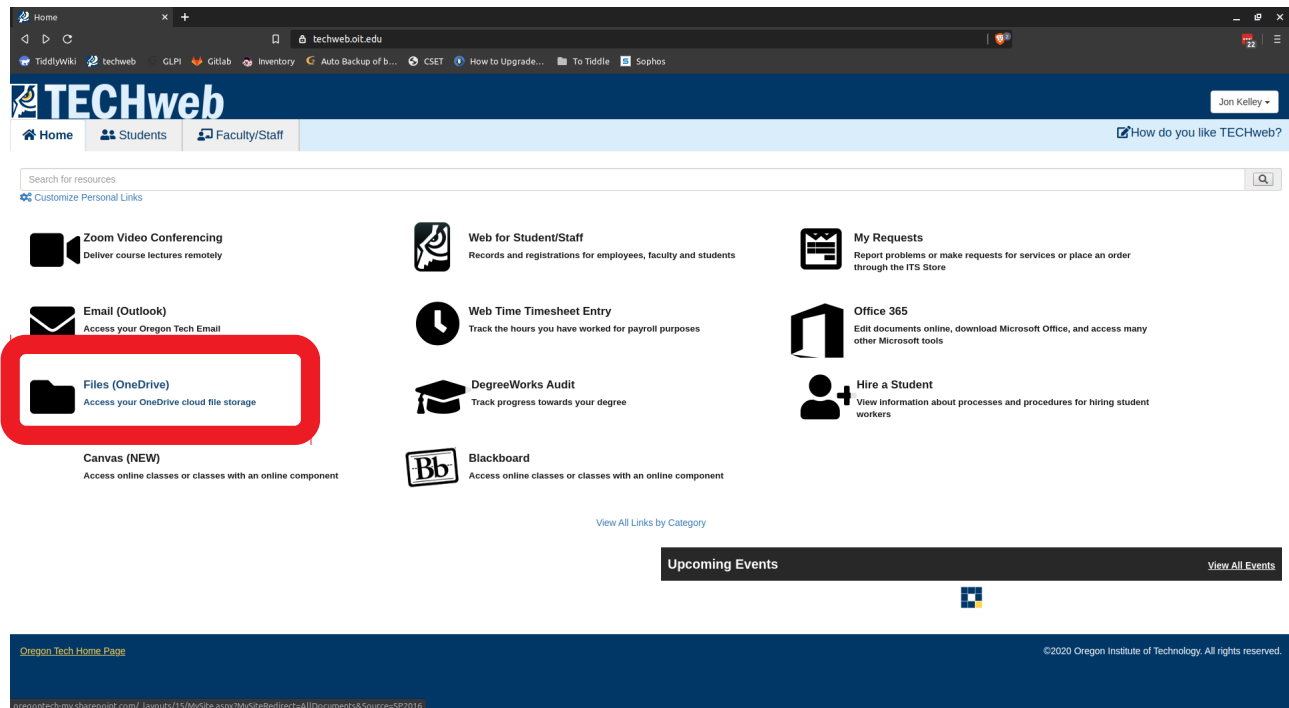
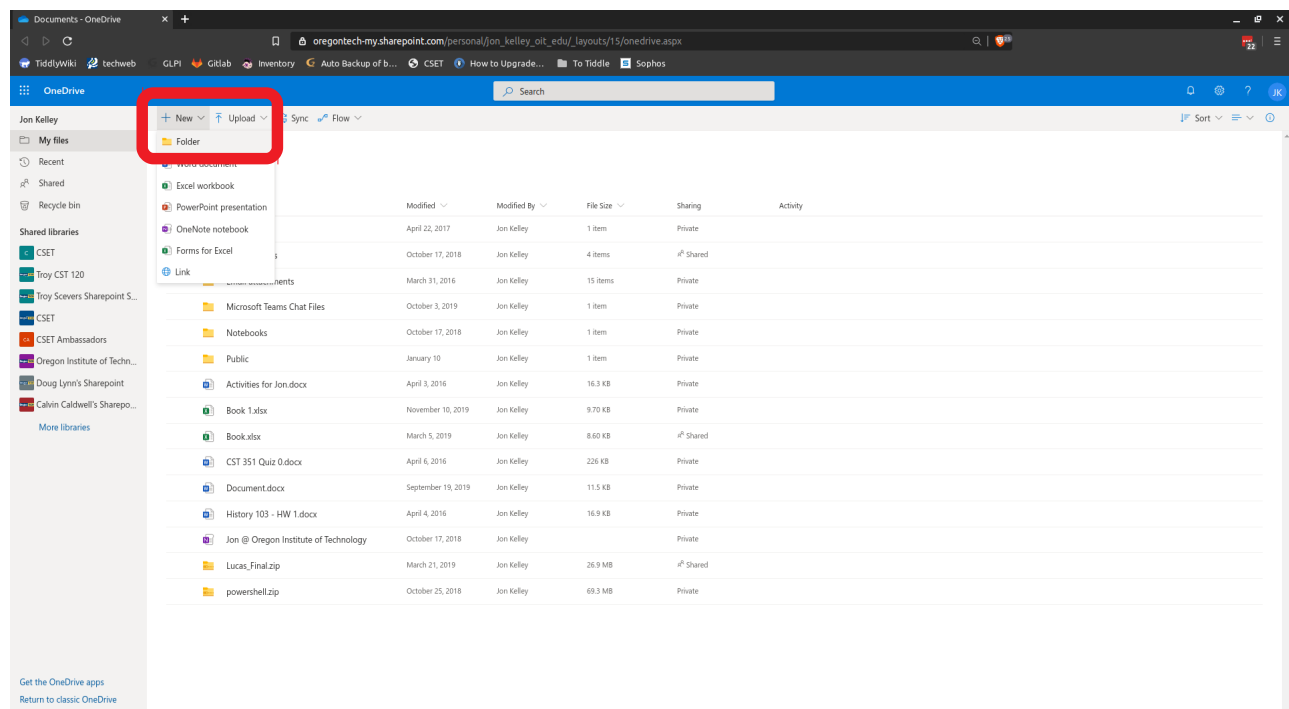


# How To Create An OneDrive Share

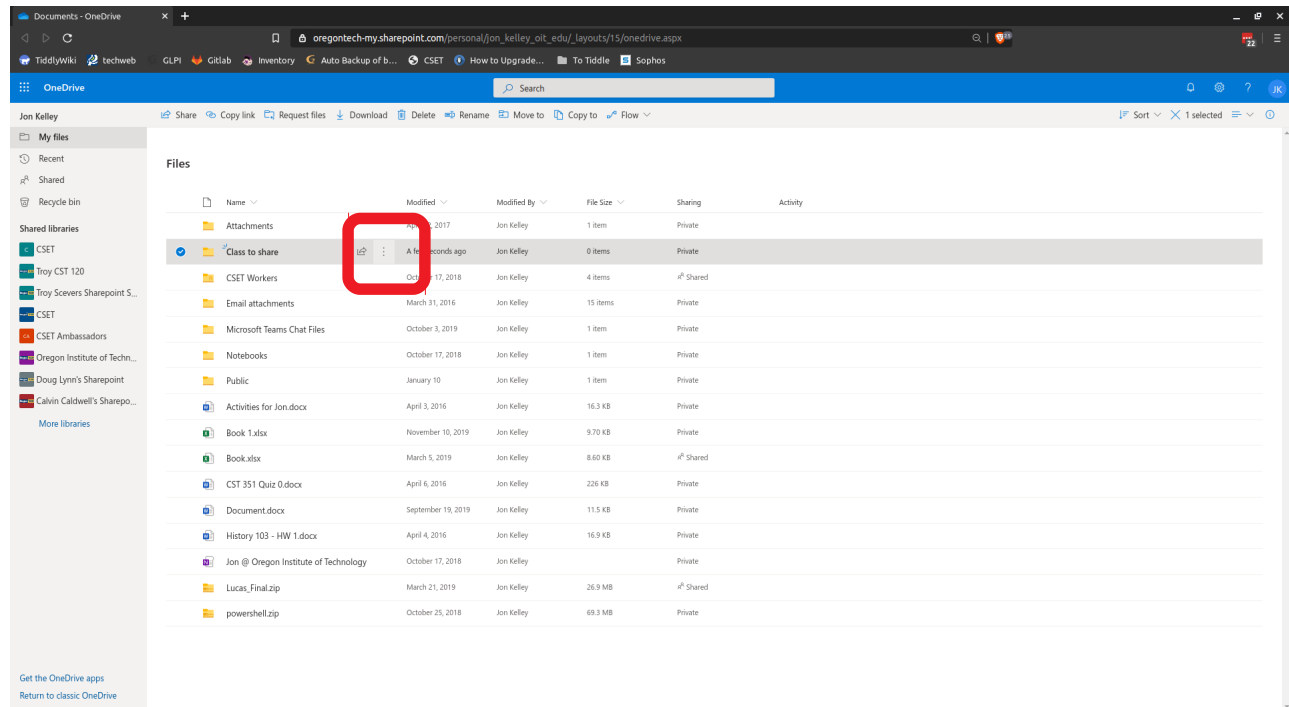
## 1. Login to TECHweb and click files



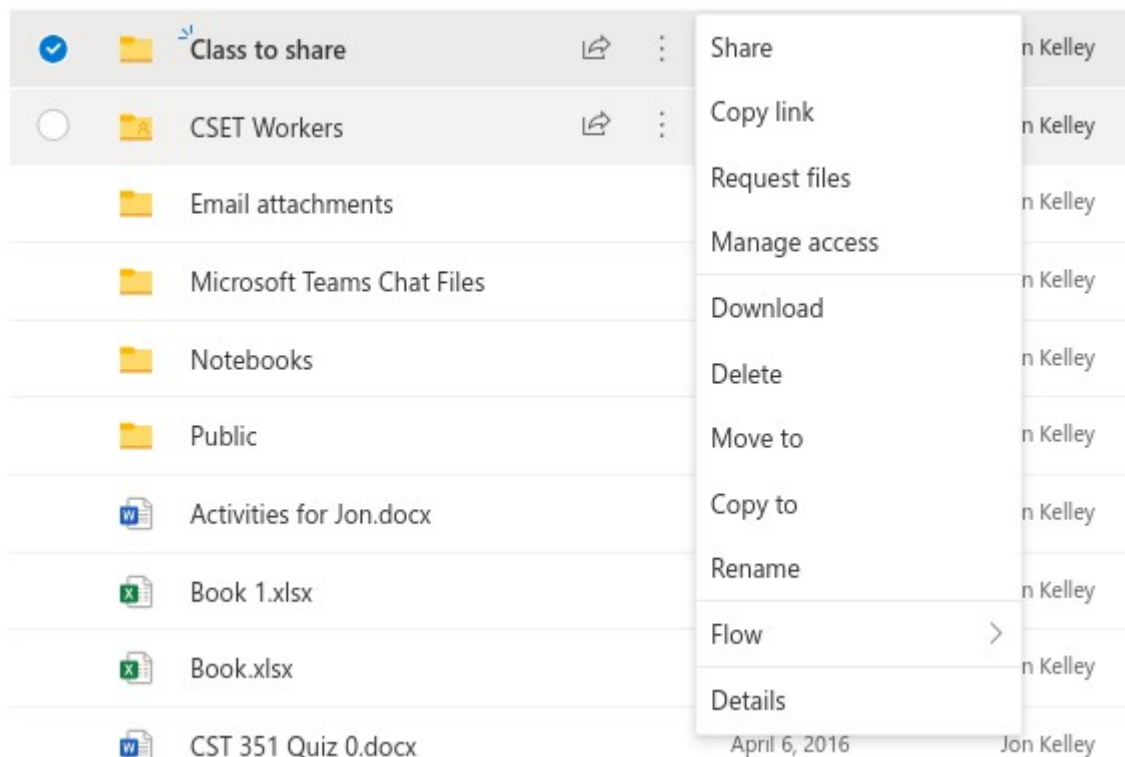
## 2. Create a new folder for your class



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



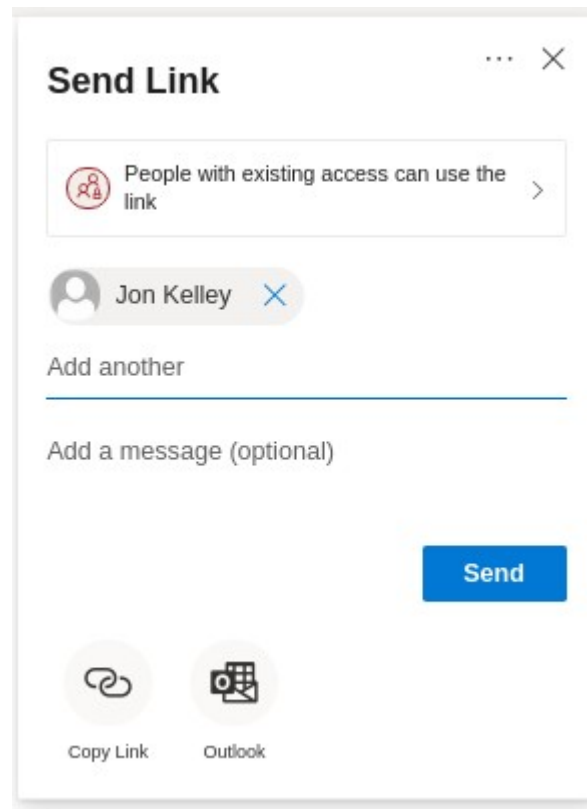
4. Click share from the list



5. Pick your permission level and add the people you would like to send the link to

- 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.