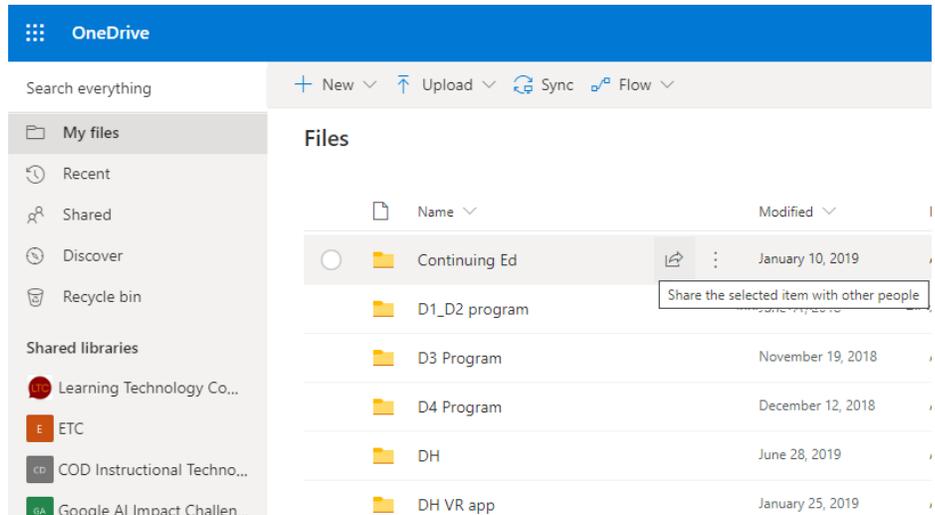


Sharing Files/Folders in OneDrive

1. Log in online to Office 365 - <http://365.unmc.edu/>

2. Click on the App Launcher  in the upper left corner of the web page and click OneDrive.

3. From your list of files, hover over the file or folder you wish to share. Click the icon with the arrow.



4. Start typing the UNMC email address of the colleague you wish to share with. Select from the list that populates or continue to type the whole address. After typing the address, there is an option to add a message. The sharing invite will be delivered through email.

UNMC OneDrive files can only be shared internally with UNMC email addresses.

