## **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.

::: OneDrive		
Search everything	+ New $\checkmark$ $\uparrow$ Upload $\checkmark$ $\bigcirc$ Sync ${}_{{}_{\!\!P}}{}^a$ Flow	$\vee$
🗅 My files	Files	
🕤 Recent		
g <sup>R</sup> Shared	🗋 Name 🖂	Modified 🖂
S Discover	O Continuing Ed	년 January 10, 2019 ,
🗟 Recycle bin	D1_D2 program	Share the selected item with other people
Shared libraries	D3 Program	November 19, 2018 ,
Learning Technology Co	D4 Program	December 12, 2018 ,
COD Instructional Techno	DH	June 28, 2019 ,
GA Google Al Impact Challen	DH VR app	January 25, 2019 ,

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.



