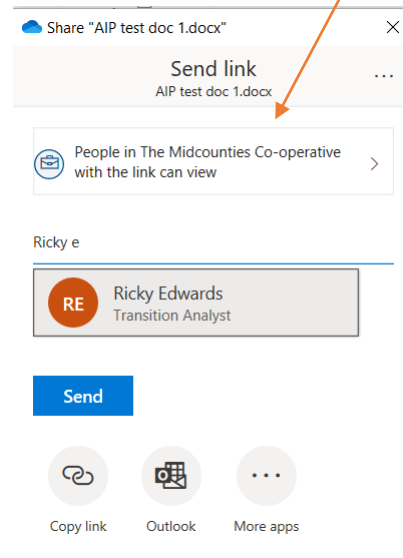# How To Share Editable Files In OneDrive

Microsoft have recently released an update where when a document is shared in OneDrive it defaults to a read-only file.
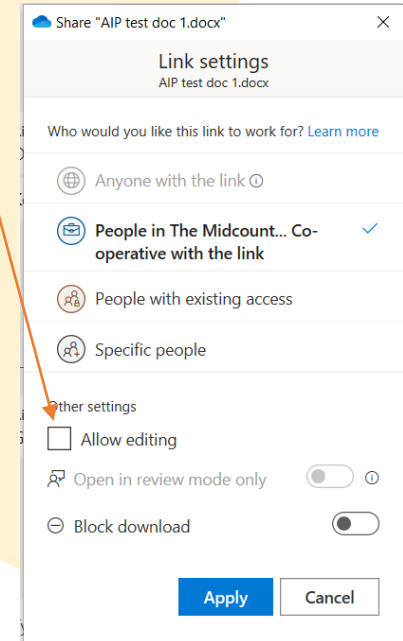Now when sharing documents to work together please follow the steps below.

❖ Right click the file or folder you wish to share
❖ Click Share, and enter the people or group you want to share with

❖ To enable the file to be edited click the top box
❖ Select Allow editing and apply
❖ Send your document

Your document will now send and you along with the colleague you have shared it with will be able to edit it.