

## **OneDrive Sharing & Managing Permissions**

Following guidance from the Data Protection Champions this guide show's how to share a file or folder from your own OneDrive internally with a Midcounties colleague. It can be used as a secure alternative to sending documents with sensitive or personal data as an email attachment.

OneDrive is the cloud based M365 version of My Documents. Sharing a document from your OneDrive creates a link to the document sent within an email, to enable a colleague to access that document saved within your OneDrive. When creating the link, you can set editing permissions and restrict downloading of the file.

This guide is for colleagues using the desktop version of Microsoft Office.

For colleagues on the online version of Microsoft Office please refer to the OneDrive and Office 2016 Online Quick Start Guide on the M365 How To page on Colleague Connect

https://colleaguesconnect.midcounties.coop/how-to/Microsoft-365/

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## Accessing Your OneDrive

Your OneDrive can be quickly accessed through the navigation panel to the left in an open folder (File Explorer 듥 ).

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## Sharing Files and Folders

### Sharing A File

Open the location of the file within your OneDrive you wish to share internally.

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File Home Share View					~
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Place the arrow (cursor) bover the file you want to share and right click the mouse to open the menu. Click on Share.

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<ul> <li>Documents</li> <li>OneDrive - The Midcounti</li> <li>Personal</li> <li>OneDrive - The Midcountie</li> <li>Compliance Documents</li> <li>Documents</li> <li>Microsoft Teams Chat File</li> <li>Pictures</li> <li>This PC</li> <li>3D Objects</li> <li>Desktop</li> <li>Documents</li> <li>Documents</li> <li>Documents</li> <li>Documents</li> <li>Documents</li> <li>Music</li> <li>Music</li> <li>Item selected 0 bytes</li> </ul>	Test document  Available on this device	Open         Edit         New         Print         Classify and protect         Share         View online         Version history         Always keep on this device         Free up space         Open with         Scan with Sophos Anti-Virus         Give access to         Restore previous versions         Send to         Cut         Copy         Create shortcut         Delete         Rename	> >	1 11:19	Microsoft Word D	0.6



Opening the OneDrive share menu. From here you can set the editing permissions for the file and enter the names of the Midcounties colleagues you wish to share the file with.

Click within the box with the text

'People in The Midcounties Co-operative with the link can view'

People in The Midcounties Co-operative > with the link can view

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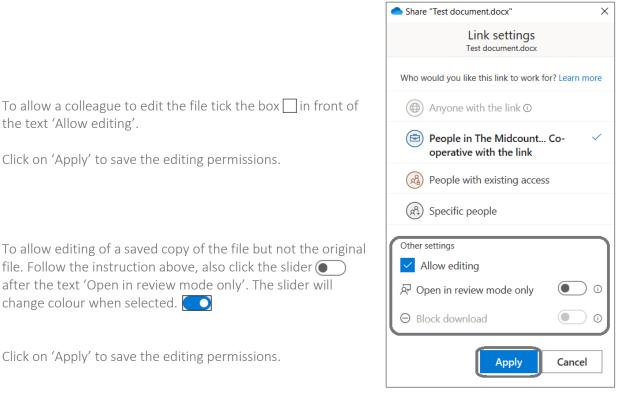
▲ Share "Test.docx" ×
Link settings <sub>Test.docx</sub>
Who would you like this link to work for? Learn more
Anyone with the link $$
People in The Midcount Co-
R People with existing access
R Specific people
Other settings         Allow editing         중 Open in review mode only         ①
⊖ Block download
Apply Cancel

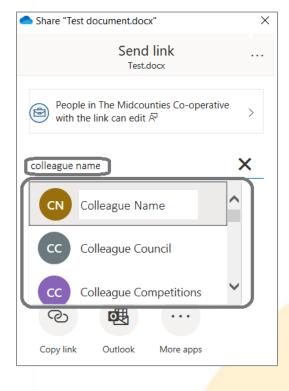
The link settings menu will open with the option to allow editing or block download.

To allow a colleague to only view the file and disable the ability to download / save a copy, click on the slider () at the end of the text 'Block download'. The slider will change colour when selected

Click on 'Apply' to save the editing permissions.







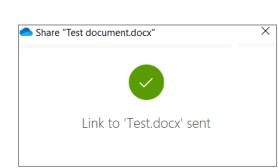
Next add the names of the colleagues to share the file with are entered.

Start typing the colleagues name and matches from The Midcounties email address book will populate below.

Select the correct name from the list and click on it.



	Share "Test document.docx"	×
	Send link <sub>Test.docx</sub>	
Once the name has populated you can add more	People in The Midcounties Co-operative with the link can edit &	>
colleagues to share the file with if required.	Colleague Name X	
Add a message to the email your colleague will receive with the link by placing the arrow (cursor) 🛱 over the text 'Message' and type.	Message	
Click on 'Send' to email the link.	Send	
	∞ 🛃 …	
	Copy link Outlook More apps	



A pop-up box will appear to confirm your email with the shared file link has been sent.



#### Sharing A Folder

Sharing a folder from your OneDrive with a colleague will give them access to all the files and subfolders within. There are no editing permissions for sharing folder from your OneDrive, the only option is to allowing editing.

To share a folder from your OneDrive and follow the steps above for sharing a file.

When selecting the editing permissions in the link setting	
tick box 🔲 in front of the text 'Allow editing'.	

Share "DPC" ×
Link settings DPC
Who would you like this link to work for? Learn more
Anyone with the link ①
People in The Midcount Co-
People with existing access
R Specific people
Other settings Allow editing
Apply Cancel

## Receiving an Email Link to A Shared File or Folder

When receiving a link to a shared file or folder from a colleague's OneDrive you will receive an email from the colleague sharing the file / folder with you. The file / folder name shared will be within the subject line of the email.

#### Colleague Name

Colleauge Name shared "Test" with you. 18:30 Colleague Name shared a file with you

The mail will contain the colleagues name sharing the file / folder from their OneDrive, and the name of the file / folder.

To be able to view the file / folder you must be either logged on to The Midcounties network directly at one of the Society offices of sites or be remotely connected by VPN and signed into your Midcounties online Microsoft Office account. If not signed into your Midcounties online MS office account, you will be prompted to do so when after clicking to open the shared file / folder.

To open the file / folder within the colleagues OneDrive, click on 'Open'.



Colleague Name shared a file with you	
Your message will appear here         Image: Test         Image: This link will work for anyone in The Midcounties Co-operative.         Open	
Privacy Statement	The <b>Midcounties Co-operative</b>

A web browser page will open with the file / folder for viewing in the online version of Microsoft Office. Whether you can edit, save, download or read only depends on the editing permissions set by the colleague who has shared the file from their OneDrive.

## Edit Permission / Stop Sharing

Managing the access of files shared from your OneDrive is controlled through your online Microsoft Office account.

To access your OneDrive through your online Office account, click on the blue cloud icon <i>in the task bar on the bottom right of the screen to open the quick menu and click on View online.





If you are not already signed into your Midcounties Microsoft online office account, you will be taken through the sign in / verification pages first.

Click on the Shared icon 🖉 Shared in the left-hand menu options.

Here you can view files and folders that have been shared with you through Microsoft, and files and folders you have shared.

Click on the 'Shared by you' tab.

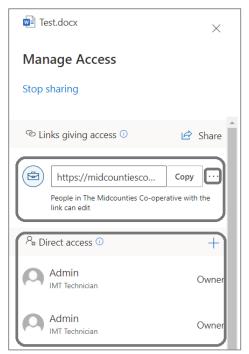
	OneDrive		🔎 Search
		Shared with you Shared by you	
Ð	My files	Tort daay	DPC
$\odot$	Recent	Test.docx	DPC
RR	Shared	Test	Documents
1	Recycle bin		

Select the file or folder you want to manage the access by ticking the circle to the left of the file / folder name.

Click on the 'Manage access' tab.

	OneDrive		✓ Search	
		Open \vee 🛭 🖻 Share	👁 Copy link 🔗 Manage access	
	My files	📀 🖷 Test docy	: DPC	
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RR	Shared	Test	Documents	30
6	Recycle bin			
				Page <b>9</b> of <b>12</b>





Links for shared files and folders are show next to the briefcase icon ( to view the permissions and to break the link, click on the 3 dots to open the link settings.

There can be more than one link if a file or folder has been shared multiple times through creating separate links.

The Direct access owners will be your Midcounties account and the Information Services admin accounts for providing technical support.

In the link settings you can view the editing permissions set when the file / folder was shared. The original permission settings of the shared file / folder cannot be changed, the link can only be deleted.

Under Shared with is the list of colleague names the file / folder has been shared with by email link.

$\leftarrow$ Manage access $\times$	
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Shared with CN Colleague Name × Save Discard	

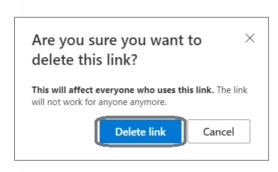


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People in The Midcounties Co-oper link can edit &	ative with the			
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To delete the link, click on the X to the right of the link.

Deleting the link will break the link to the shared file / folder for every colleague listed below Shared with.

If different permissions are needed, delete the link and a new link must be created with the new editing permissions.



To break the shared file / folder link, click on 'Delete link' in the pop up.

Once the link has been deleted confirmation can be seen in the link settings. If all the file / folder links are broken the file / folder name will no longer appear in the Shared by you tab.

🖻 Test.docx	×	
Manage Access		
Stop sharing		
ල Links giving access 🛈	🖻 Share	
There are no sharing links for this item.	J	

If a colleague tries to access a shared file or folder through a link once it has been deleted, they will receive Microsoft Office online message.



# This link has been removed.

Sorry, access to this document has been removed. Please contact the person who shared it with you.

TECHNICAL DETAILS

GO BACK TO SITE