

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

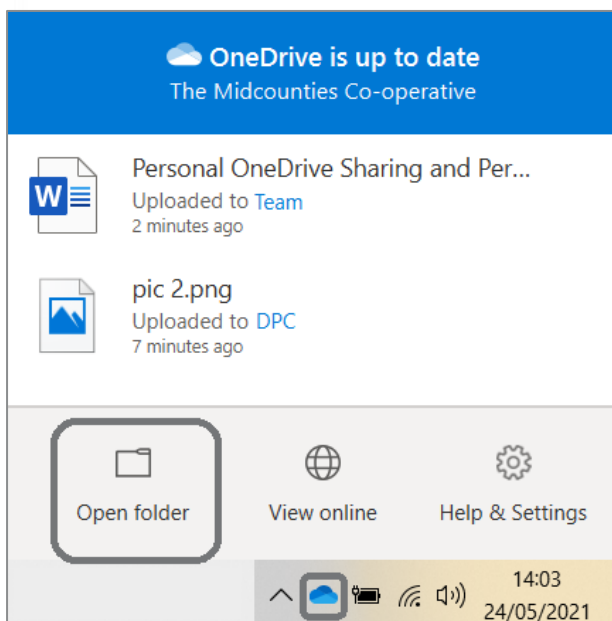
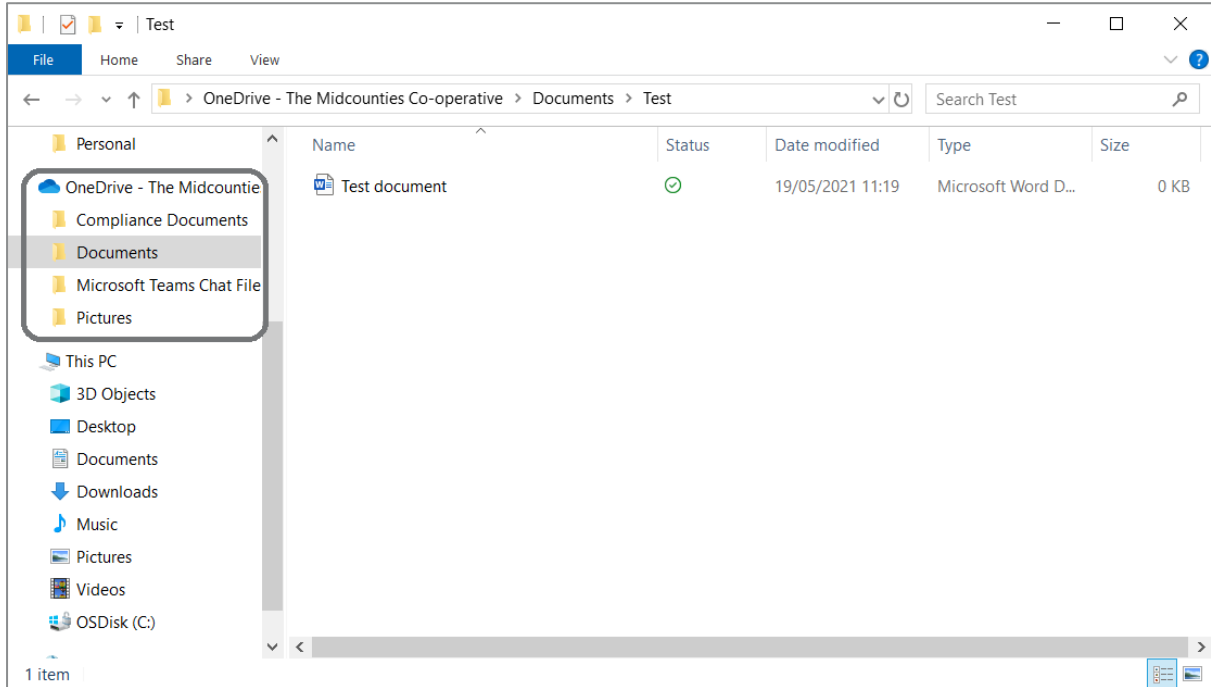
<https://colleaguesconnect.midcounties.coop/how-to/Microsoft-365/>

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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 ).

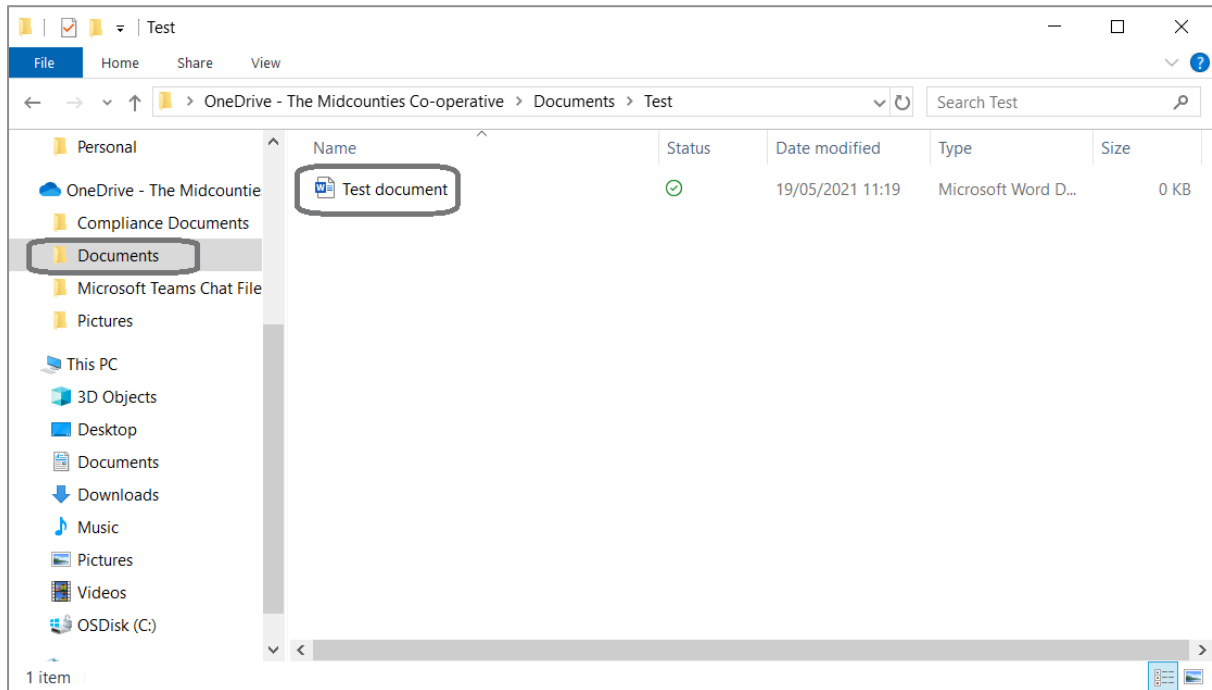



Or by clicking on the blue cloud icon in the task bar on the bottom right of the screen to open the quick menu and click on 'Open folder'.

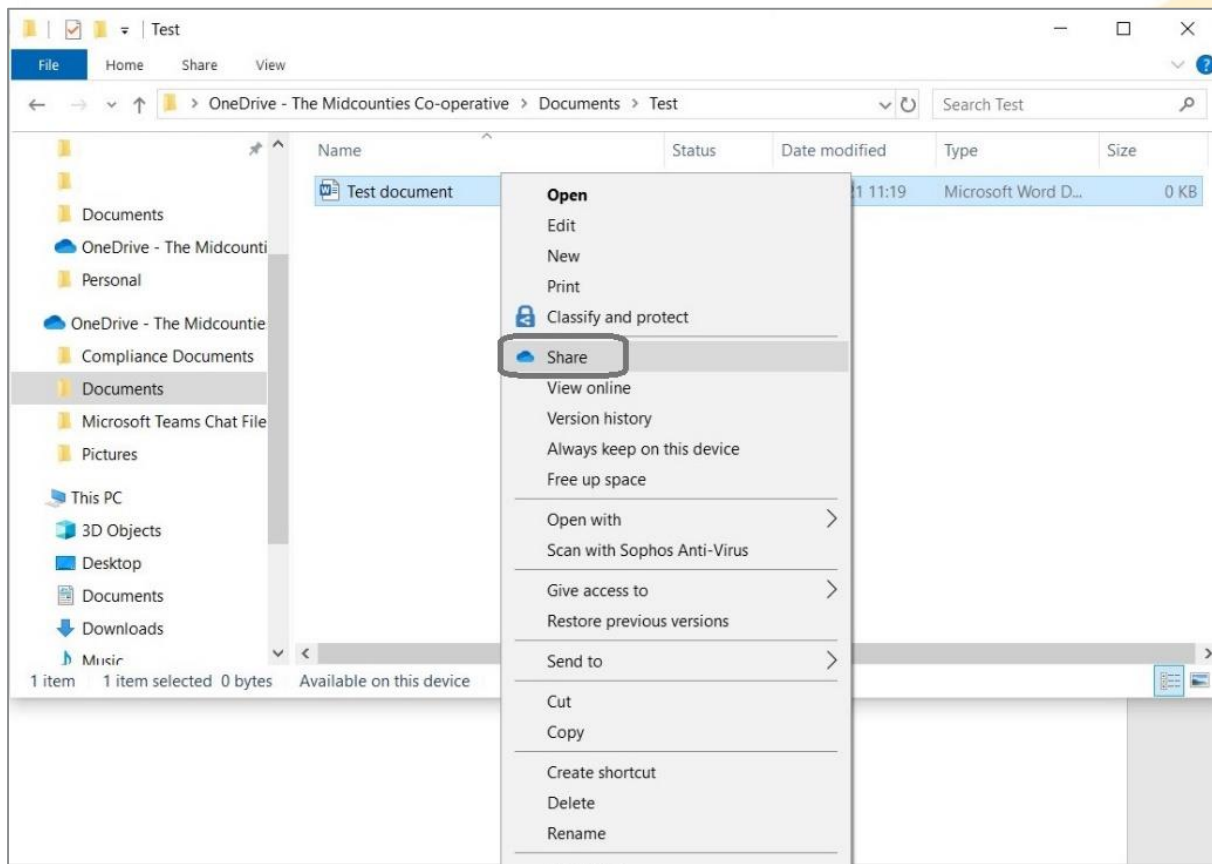
Sharing Files and Folders

Sharing A File

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

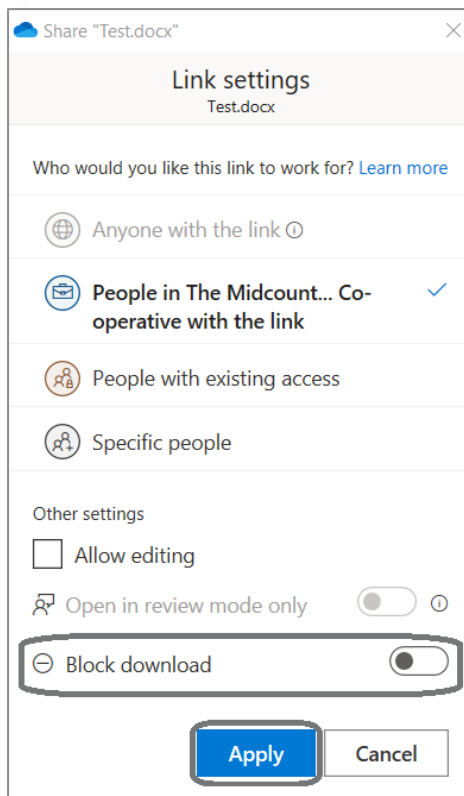
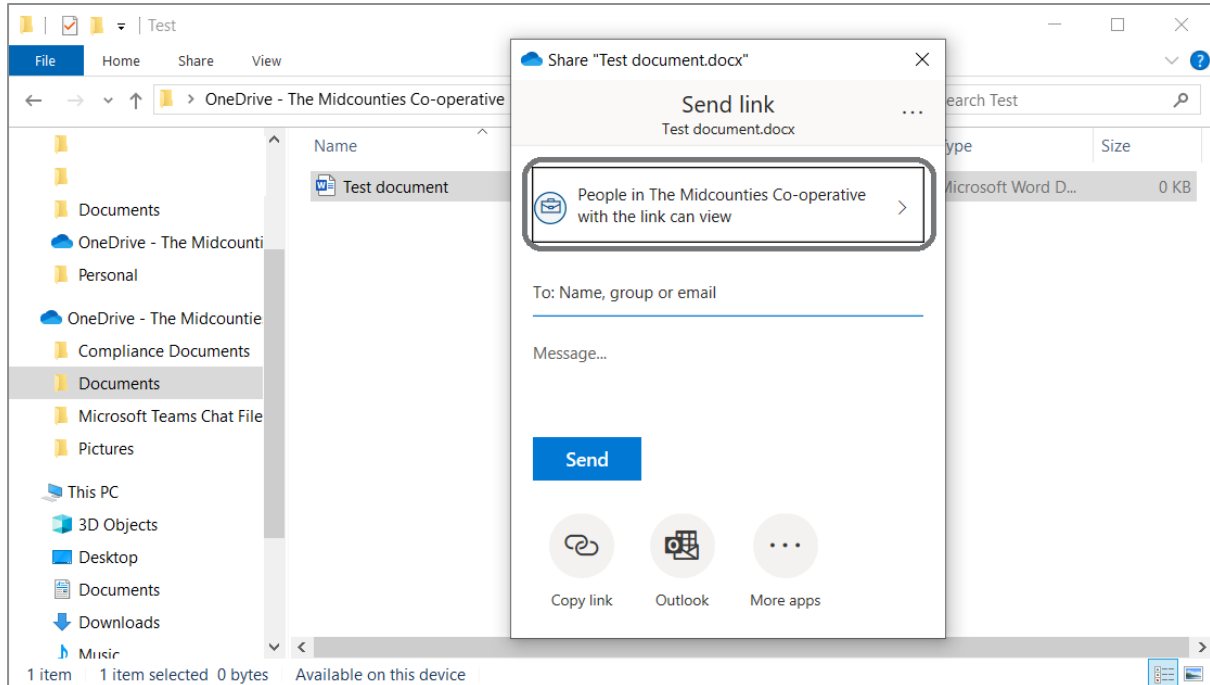
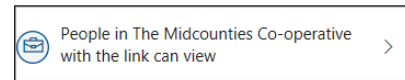


Place the arrow (cursor) over the file you want to share and right click the mouse to open the menu. Click on  Share.





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'



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 .

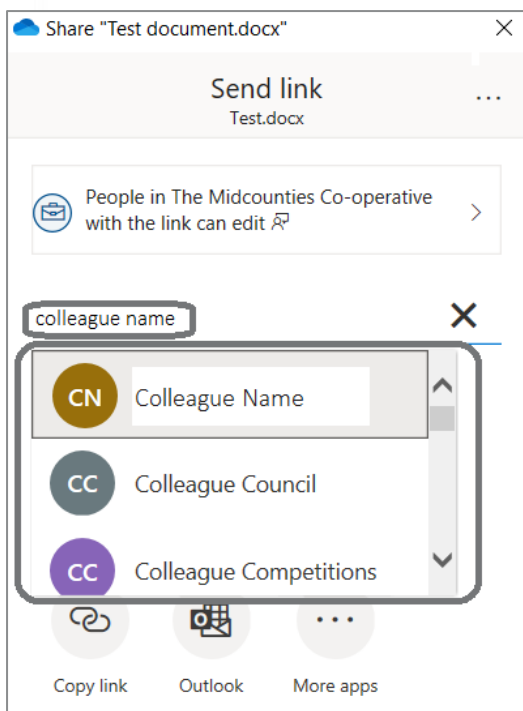
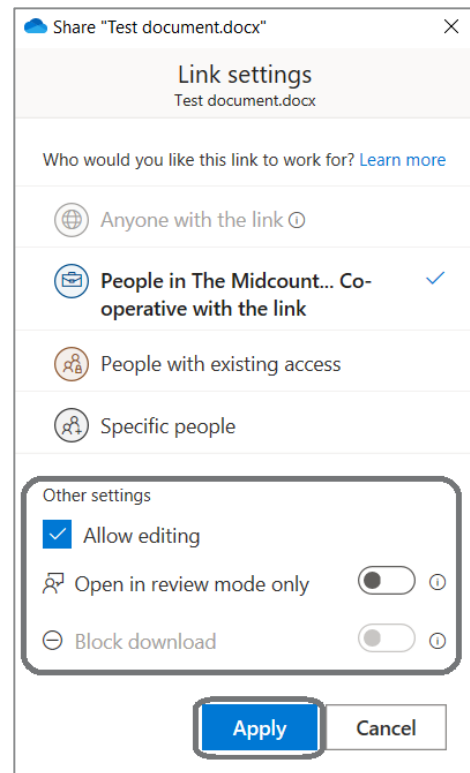
Click on 'Apply' to save the editing permissions.

To allow a colleague to edit the file tick the box in front of the text 'Allow editing'.

Click on 'Apply' to save the editing permissions.

To allow editing of a saved copy of the file but not the original file. Follow the instruction above, also click the slider after the text 'Open in review mode only'. 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.

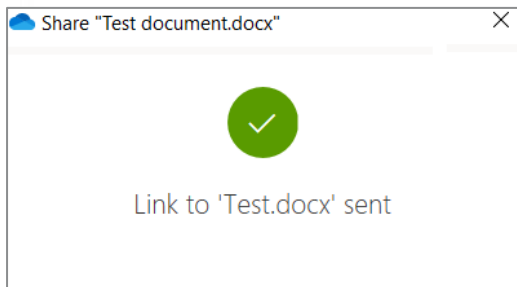
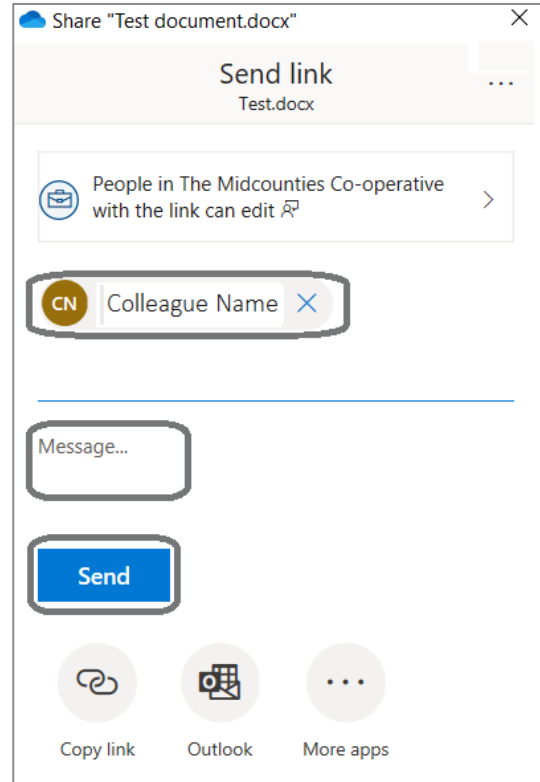
Start typing the colleagues name and matches from The Midcounties email address book will populate below.

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

Once the name has populated you can add more colleagues to share the file with if required.

Add a message to the email your colleague will receive with the link by placing the arrow (cursor) over the text 'Message...' and type.

Click on 'Send' to email the link.



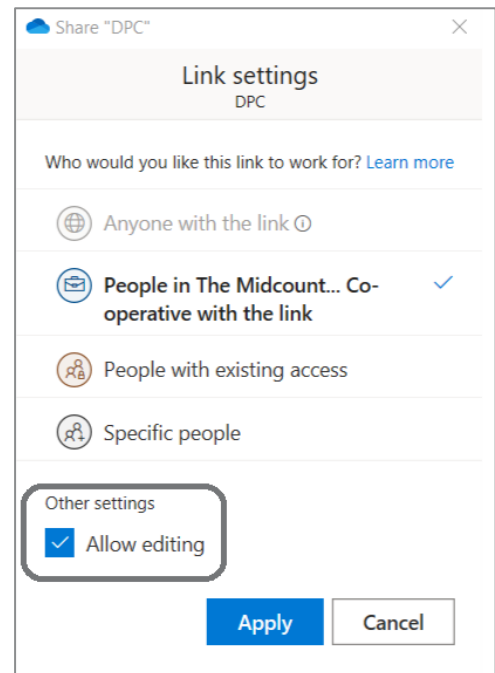
A pop-up box will appear to confirm your email with the shared file link has been sent.

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.

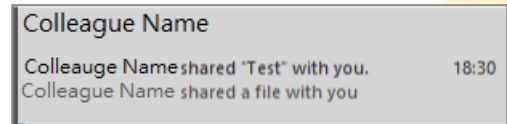
To share a folder from your OneDrive and follow the steps above for sharing a file.

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



Receiving an Email Link to A Shared File or Folder

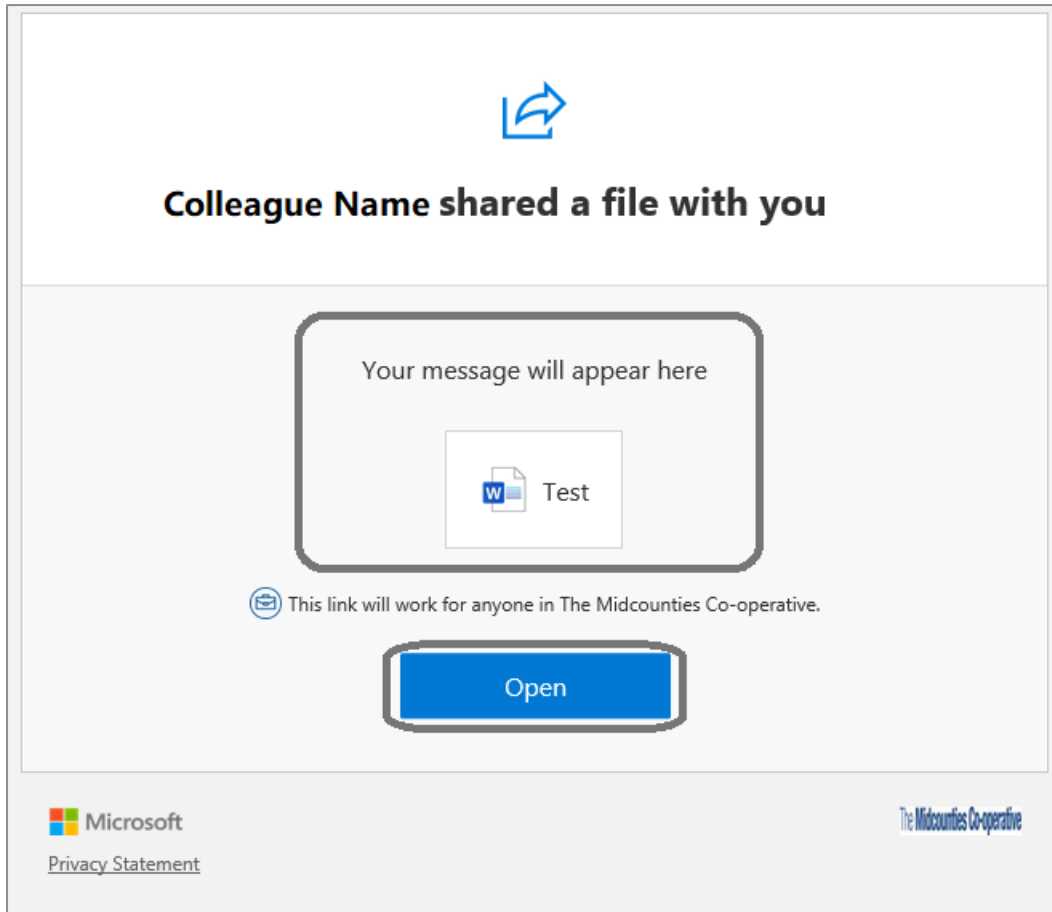
When receiving a link to a shared file or folder from a colleague's OneDrive you will receive an email from the colleague sharing the file / folder with you. The file / folder name shared will be within the subject line of the email.



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'.

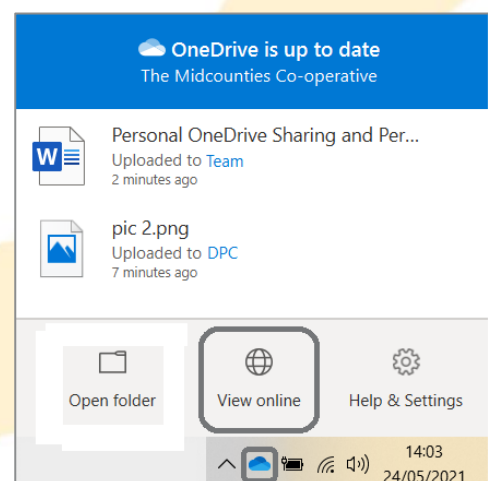


A web browser page will open with the file / folder for viewing in the online version of Microsoft Office. Whether you can edit, save, download or read only depends on the editing permissions set by the colleague who has shared the file from their OneDrive.


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  in the task bar on the bottom right of the screen to open the quick menu and click on View online.

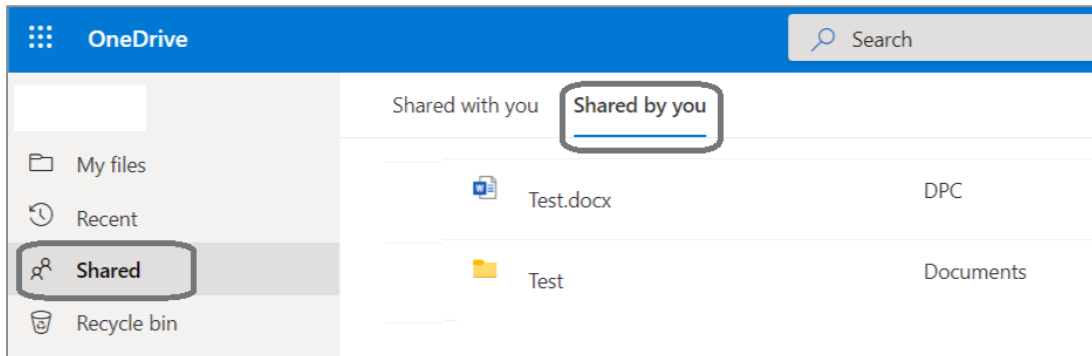


If you are not already signed into your Midcounties Microsoft online office account, you will be taken through the sign in / verification pages first.

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

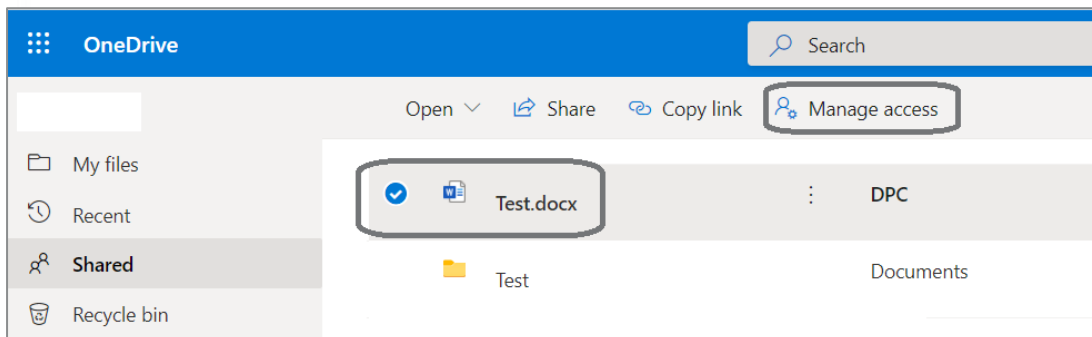
Here you can view files and folders that have been shared with you through Microsoft, and files and folders you have shared.

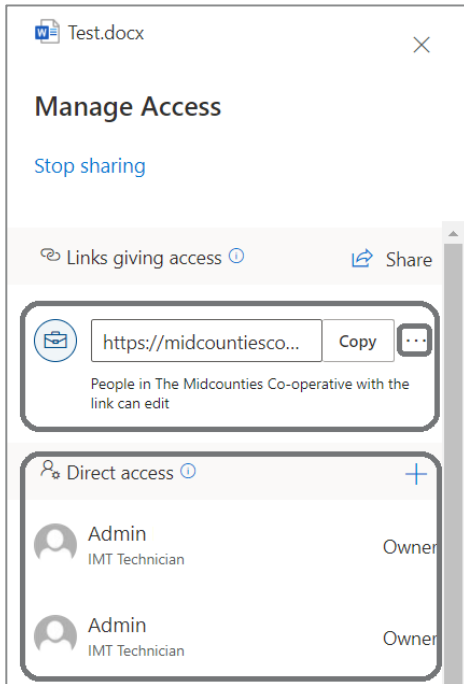
Click on the 'Shared by you' tab.




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.





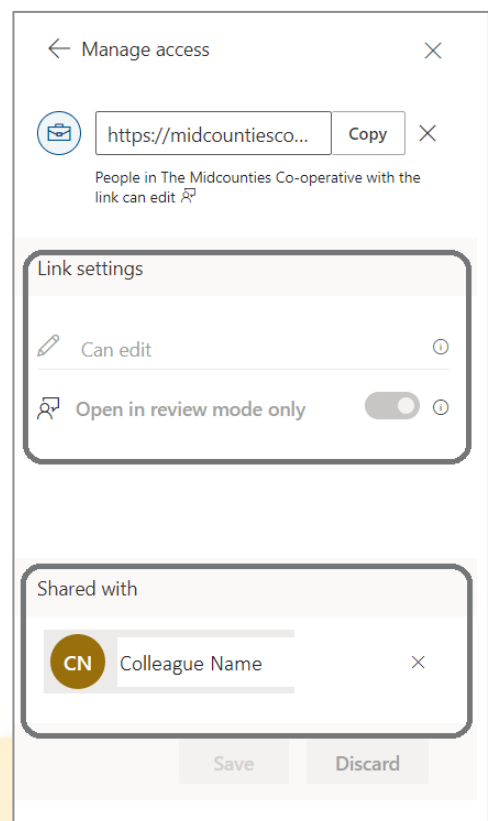
Links for shared files and folders are show next to the briefcase icon  to view the permissions and to break the link, click on the 3 dots to open the link settings.

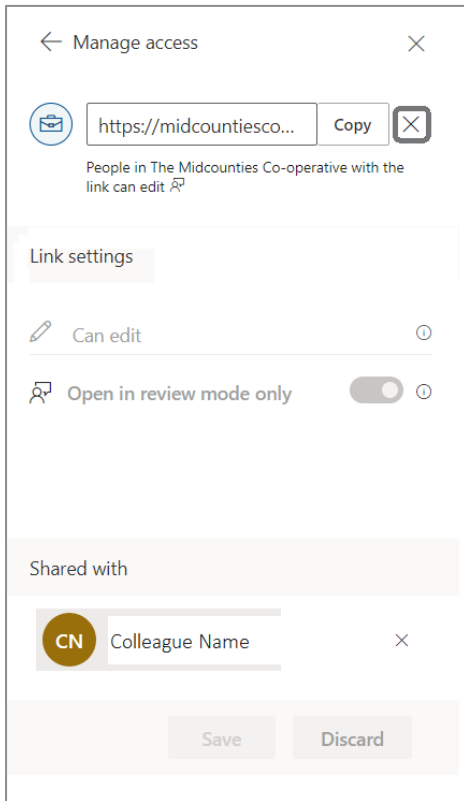
There can be more than one link if a file or folder has been shared multiple times through creating separate links.

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.

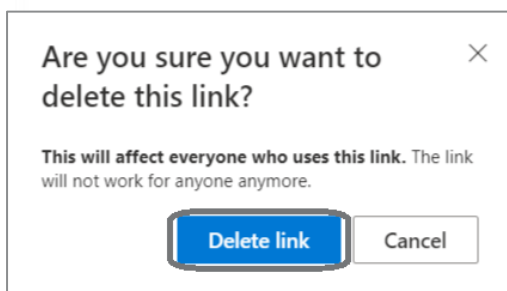




To delete the link, click on the X to the right of the link.

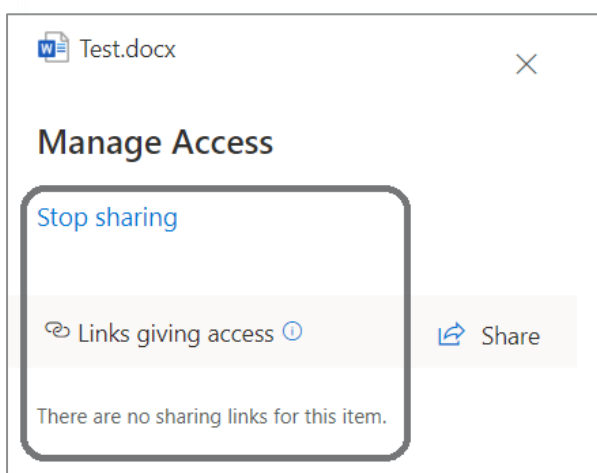
Deleting the link will break the link to the shared file / folder for every colleague listed below Shared with.

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.



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](#)