

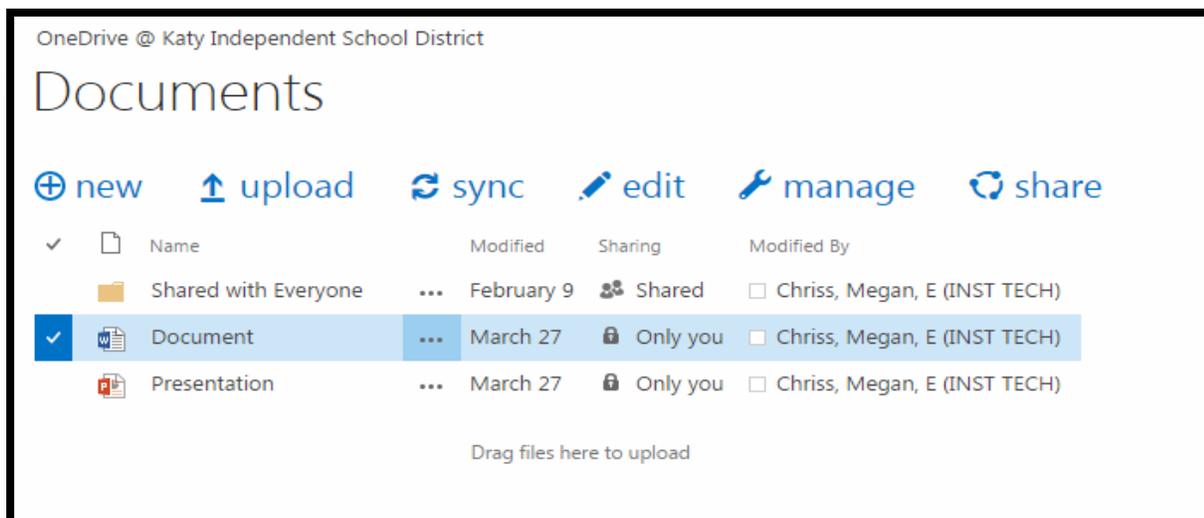
Office 365: OneDrive Overview

OneDrive is free online storage that comes with your **Office 365** account. You have a total of 1 TB of storage and can save Microsoft Office documents, PDF's and images (not exceeding 10 GB in size). It's like an extra hard drive that's available from any of the devices you use.

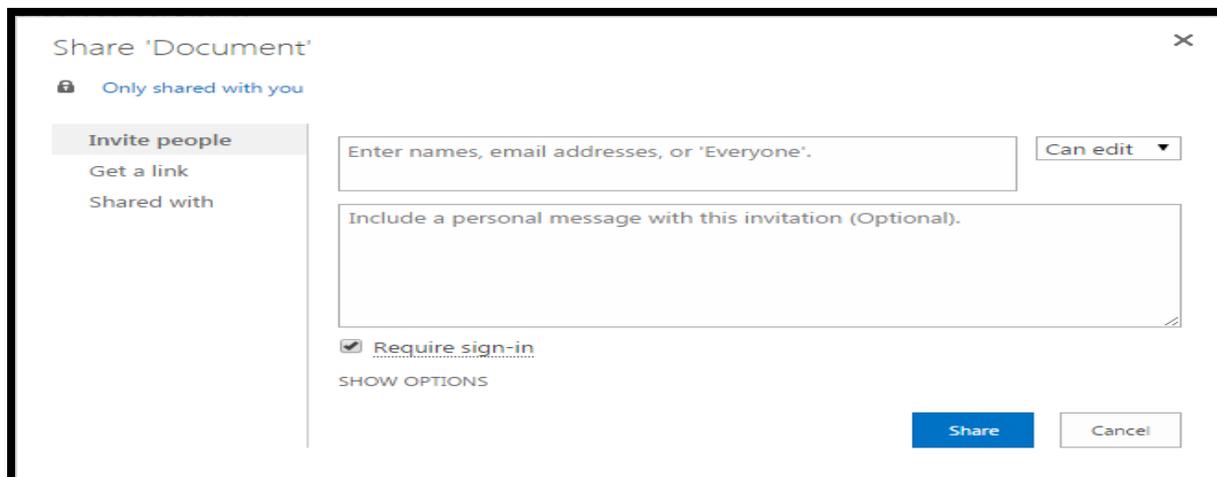
Sharing Documents & Files

You can use OneDrive to share photos, Microsoft Office documents, and other files.

Pick the file or folder you want to share by selecting the check box in the upper-right corner of the item. You can also pick multiple items to share them together.



Tap or click **Share** on the bar at the top of the page, and then choose a share option



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Invite people

Choose this option if you want to give specific individuals or groups permission to an item. This lets you remove permission for specific individuals or groups later if you need to.

- In the **To** box, enter email addresses or contact names. When you begin to enter info in the box, you can also choose a contact from the list that appears.
- Add a note to recipients if you want.
- To change the permission level, tap or click **Recipients can edit files** or **Recipients can view files**. If you select Recipients can edit files, recipients can forward you message to other people, and anyone who receives the message will also be able to edit the items.
- Tap or click **Send** to save the permission settings and send a message with a link to the item.

Get a link

Use this option to share items with lots of people you might not even know personally. You can use the links to share in an email, documents, and/or webpages. However, you'll have less control over individual permissions than you do with the **Invite people** option.

Choose the type of link you want. The permissions for the item are automatically updated when you create the link.

View Only

When you share items with this type of link, people can view your items without signing in. They can also forward the link to other people.

Edit

When you share items with this type of link, people can view your items and use Office 365 to edit Office documents. People can forward an edit link to other people, and anyone who receives the link will also be able to edit the items.

Public

A public link is like a View only link, but it also allows anyone to find the shared item by searching. If you choose this option, people will be able to access the item you're sharing even if you don't publish the link you get.

- Tap or click **Create** link. This copies the link to your Clipboard.
- Paste the link into an email, document, or wherever you want to share it. Or, tap or click **Share to**. This selects the Share charm so that you can share the link using another app.