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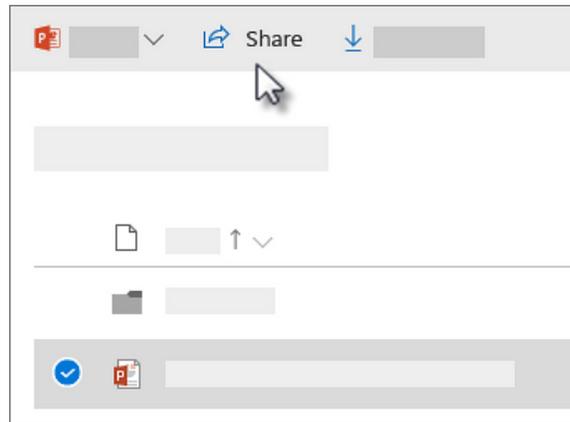
**Guide Name:**

**How to Share Folder Outside from Organization**

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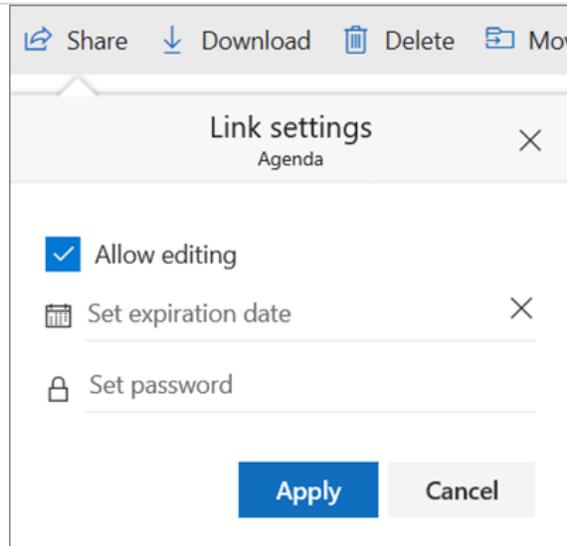
1. Go to the OneDrive website and sign in with your Microsoft account or your work or school account.
2. Pick the file or folder you want to share by selecting the circle in the upper corner of the item. You can also pick multiple items to share them together (sharing multiple items at the same time is not available for OneDrive for work or school accounts).
3. Select **Share** at the top of the page.



4. Select **Anyone with the link can edit** to customize the link options.
5. Set the options you want on your link, then select **Apply** when you're done.
  - **Allow editing** - When you share items with this type of link, people can edit files, and can add files in a shared folder if they're signed in with a Microsoft account. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder.

Unchecking this box means that people can view, copy or download your items without signing in. They can also forward the link to other people. However, they cannot make change to the version on your OneDrive.

- **Set expiration date** - The link will only work until the date you set. After that, the link will be invalid, and you will need to create a new link for users requiring access to your file or folder.
- **Set password** - When a user clicks the link, they will be prompted to enter a password before they can access the file. You'll need to provide this password separately to users.



### OneDrive for work or school additional options

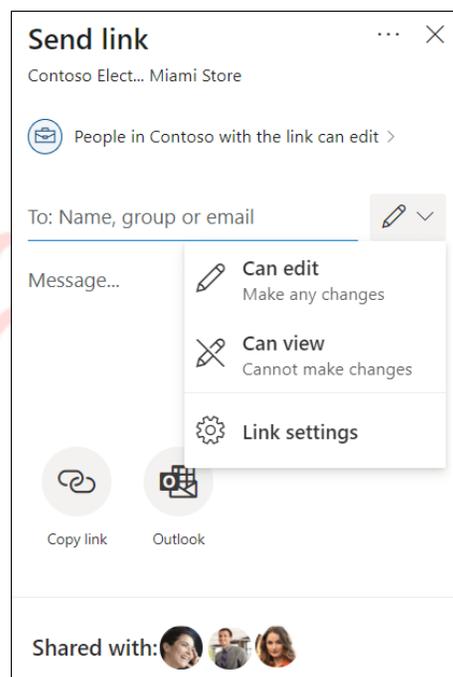
OneDrive for work or school users also have the option to restrict the level of access (anyone with the link, only people within your organization, only people with existing access to the file, or only individuals you specify). Also, if you opt to disable editing, you can also opt to prevent viewers from downloading the file.

- **Anyone** gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.
- **People in <Your Organization>** gives anyone in your organization who has the link access to the file, whether they receive it directly from you or forwarded from someone else.
- **People with existing access** can be used by people who already have access to the document or folder. It does not change the permissions on the item. Use this if you just want to send a link to somebody who already has access.
- **Specific people** gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link. Note that in order to track access and ensure security, you can only share with someone who is in your organization or has a Microsoft Account.
- **Allow editing** - When you share items with this type of link, people can edit files, can add files in a shared folder, and can delete files in a shared folder if they're signed in. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder.

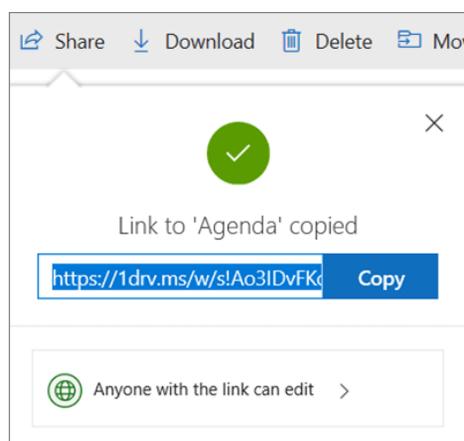
By default, **Allow editing** is turned on. If you want people to only view your files, uncheck the check box. With OneDrive for work or school accounts, you can also quickly select editing permissions without having to open the sharing link settings. Simply select the pencil icon next to the Name, group or email box, then give the recipients edit or read-only permission. If you want to select or modify more options, select **Link settings** to access the additional options.

At the bottom of the **Send link** window, the **Shared with** list shows everyone who has access to the file. Each round item has either a photo of an individual or the initials of a group that the file has been shared with. If you want to edit the access level for an individual or group, select a photo or group initials to open the **Manage Access** page.

You won't see a **Shared with** list in this window if the selected file or folder isn't currently shared with someone.



6. Once you're back at the main **Share** box, select **Copy Link** to copy the link to your clipboard.



7. Paste the link in an email message or wherever else you're sharing the link.

Link : <https://support.microsoft.com/en-us/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07>

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