

Collaborate in OneDrive

In This Section:

- [Share OneDrive files from your Office apps](#)
- [Share files from OneDrive](#)
- [Change views](#)
- [Stop or change sharing](#)
- [Copy link](#)

Share OneDrive files from your Office apps

To share a file from Word, Excel, PowerPoint, or another Office app:

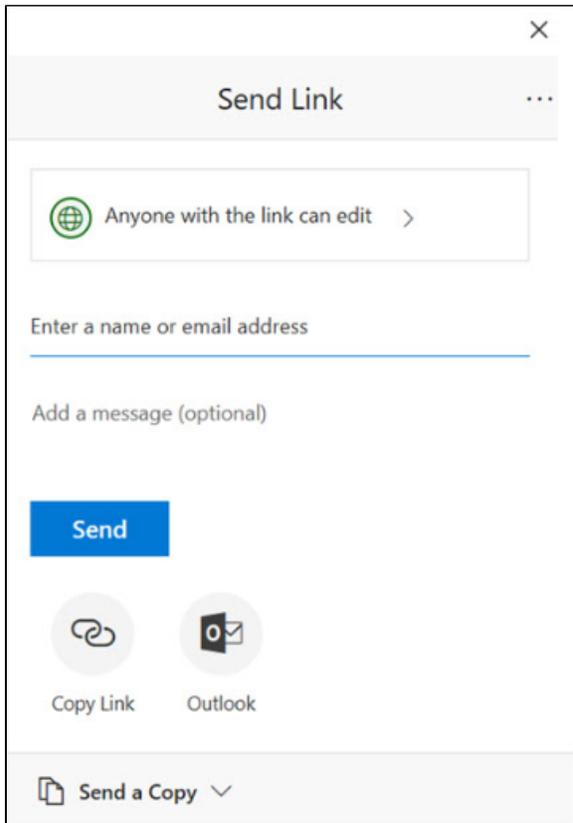


1. Select **Share** on the ribbon.

Or, select **File > Share**.

Note: If your file is not already saved to OneDrive, you'll be prompted to upload your file to OneDrive to share it.

2. Select who you want to share with from the drop-down, or enter a name or email address.
3. Add a message (optional) and select **Send**.



Related Articles:

- [Zoom for Staff and Students](#)
- [Collaborate in OneDrive](#)
- [Manage Files and Folders in OneDrive](#)
- [Using OneDrive in a Microsoft Application](#)
- [Forwarding a Selkirk Local to Cell/Mobile Phone](#)
- [Remote Access to Files](#)
- [Mitel Softphone Setup](#)
- [OneDrive](#)
- [IT & COVID-19 Service Updates](#)

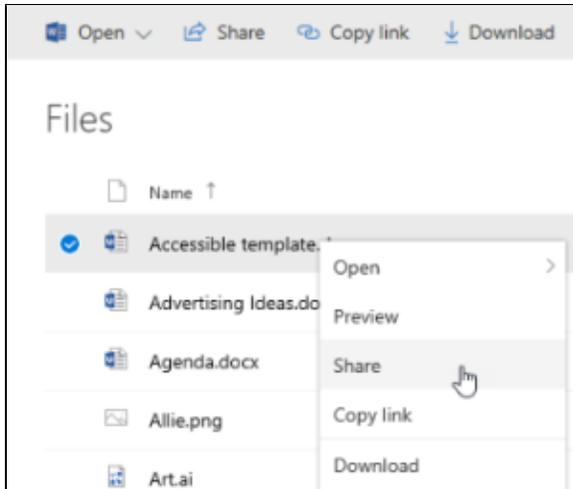
Share files from OneDrive

1. Right click the file and select **Share**.



- Or, select a file and select **Share** on the toolbar.
2. Select who you want to share with from the drop-down, or enter a name or email address.

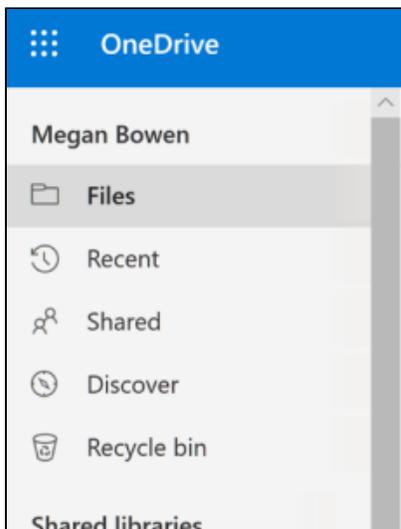
3. Add a message (optional) and select **Send**.



Change views

The left pane lets you filter your view of items in OneDrive.

- **Files**?- See all of your OneDrive files and folders.
- **Recent**?- See which Office documents you've opened most recently, whether you've modified them or not.
- **Shared**?- See items that you've shared with other people and that other people have shared with you.
- **Discover**?- See what's trending around you, based on who you work with and what you're working on.
- **Recycle bin**?- See items and folders that you've deleted.

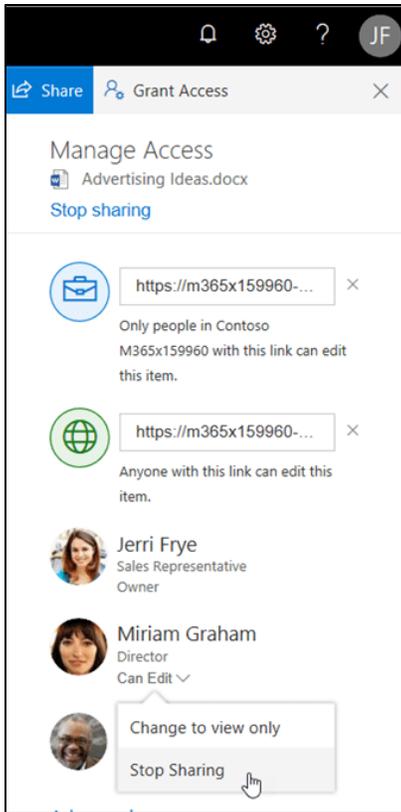


Stop or change sharing

If you are the file owner, or have edit permissions, you can stop or change the sharing permissions.

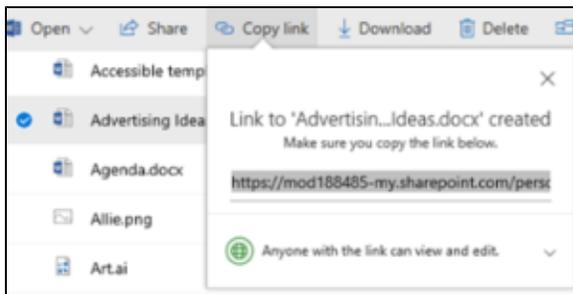
1. Select the file or folder you want to stop sharing.
2. Select **Information** (i) in the upper-right corner to open the **Details** pane.
3. Select **Manage access** and:
 - Select the **X** next to a link to disable it.
 - Select **Can Edit** or **Can View**, and then select **Stop Sharing**.

- Select **Can Edit** or **Can View** and then select **Change to?**.



Copy link

- Select a file and select  **Copy link**.



- Or, right click a file and select **Copy link**.