# OneDrive and Sharing documents at UNBC

Do you have a document that you need to share with your classmates or co-workers?

One way to work collaboratively is through OneDrive. You can share a document it in many ways! For more information on making files in OneDrive, please see the LinkedIn Learning modules for OneDrive at https://www.unbc.ca/human-resources/professional-development.

To Share a file click the ellipsis and share link to file
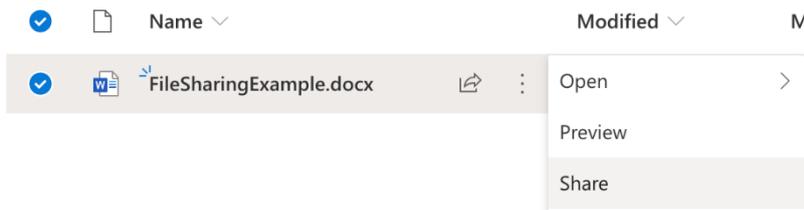
There are Link settings and Other settings to adjust for security purposes

Settings for Anyone with the link

You can set a date for when access will automatically expire. You can also add a password to the document as well. Try to ensure that the password strength is considered Strong. For password guidelines, please go to https://www.unbc.ca/information-technology-services/passwords

Link settings

Who would you like this link to work for?
Learn more

🌐 **Anyone with the link** ✓

💼 People in UNBC with the link

👥 People with existing access

👤 Specific people

Other settings

☑ Allow editing

👤 Open in review mode only ⓘ ⬭

📅 Expires Thursday Nov 26 2020 ✕

🔒 ••••••••

Strength: Strong

⊖ Block download ⬭ ⓘ

Apply Cancel

Settings for Specific people

When selecting specific people, you can type in the corresponding email address for the person you want to send your file to and provide a short message when needed.

Additionally, you can restrict the ability to edit your documents by choosing to have them open in review mode only. You can also choose to restrict other individuals saving documents by turning on Block Download.

Open in review mode only ⓘ

☑ Allow editing

⊖ Block download   ⊖ Block download

You will receive an email notifying you that the link was successfully sent and notifying you that the link was successfully accessed by the recipient.

Settings for People in UNBC with the link

Link settings ✕

Who would you like this link to work for?
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🌐 Anyone with the link

💼 **People in UNBC with the link** ✓

👥 People with existing access

👥 Specific people

Other settings

☑ Allow editing

Open in review mode only ⓘ

⊖ Block download ⓘ

Apply   **Cancel**

Sending the link

✓

Link copied

https://gounbc-my.sharepoint.c   **Copy**

👥 People you specify can edit