CONCORDIA UNIVERSITY
WISCONSIN & ANN ARBOR

How to share a file from Microsoft OneDrive

In any Internet browser (Internet Explorer or Edge preferred by Microsoft) navigate to https://onedrive.live.com/about/en-us/signin/. Enter your CUW/CUAA email address and then click next.

■■ Microsoft
■■

Sign in

f0054321@cuw.edu

No account? Create one!

Next

You will be redirected to the CUWAA Single Sign-on page. Enter your Student ID or Faculty/Staff Username and password and then click SIGN IN.

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Username

Password

☐ Remember me on this computer

SIGN IN

Click Here for Help

Select either Yes or No on the following screen. Selecting No is the more secure option.

Microsoft

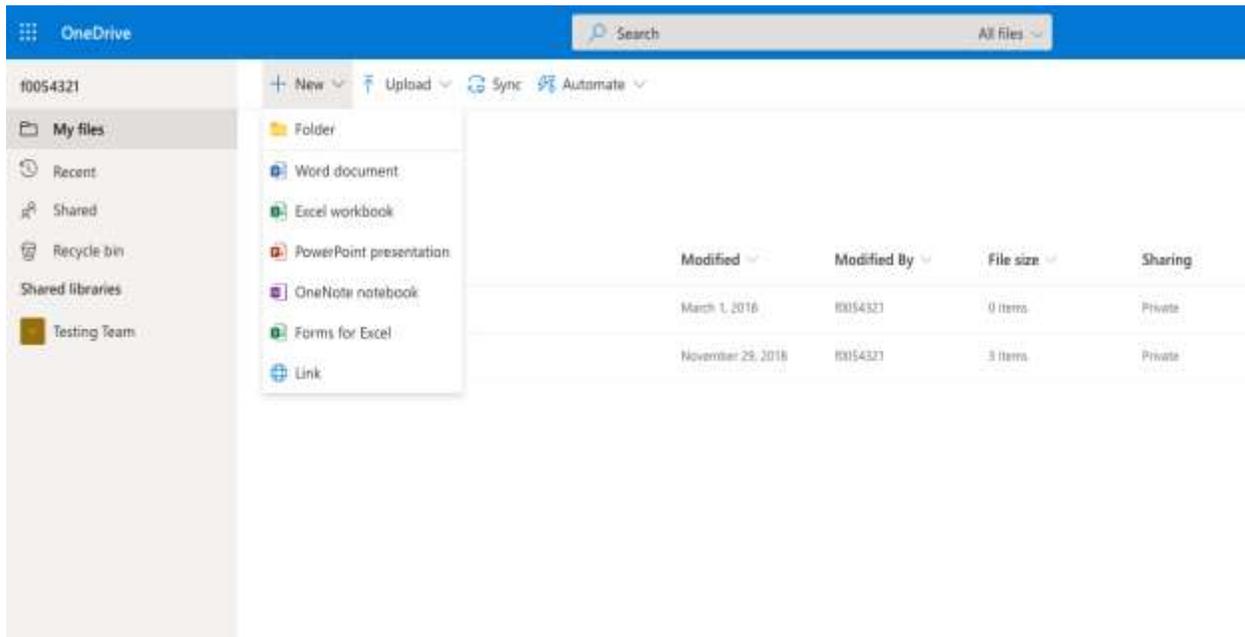f0054321@cuw.edu

Stay signed in?

Do this to reduce the number of times you are asked to sign in.
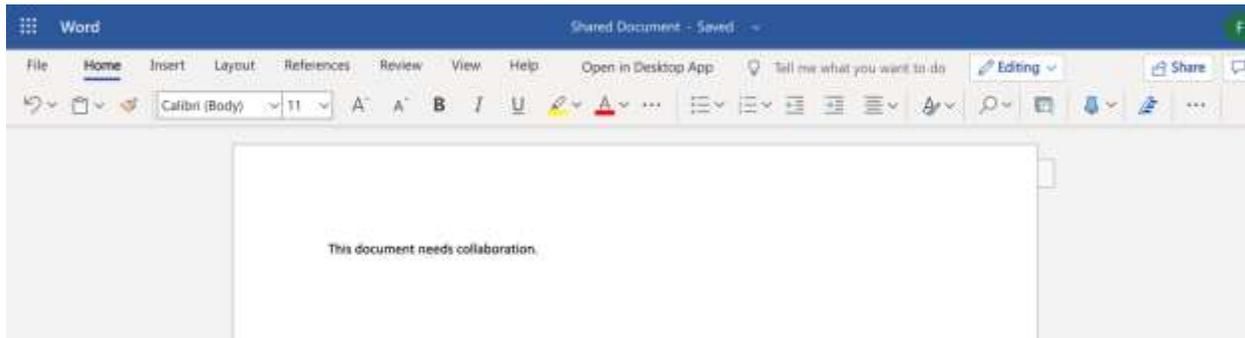
☐ Don't show this again

No   Yes

On your OneDrive page, click +New and then select the document type you want to create. For the purpose of this tutorial we'll use a Word Document

Name and add content to your document and then click the Share button at the top right-hand corner of the screen

The following pop-up will appear. Select the button that says "Anyone with the link can edit >"

Send link   · · ·   ✕

🌐 Anyone with the link can edit   >

Enter a name or email address

Add a message (optional)

Send

🔗
Copy link

Outlook

Select one of the sharing options:

      1. Anyone with the link: Anyone you send the link to will have the permissions that you set

      2. People in Concordia Un…ity Wisconsin with the link: Only CUWAA users that you send the link to will have the permissions that you set

      3. People with existing access: Not applicable to new documents

      4. Specific People: Email addresses you specify will have the permissions that you set.

Allow editing: If you check this box, the people you define above will be able to edit the document.

Open in review mode only: The document will only be reviewed.

Set Expiration date: Set a date when the permissions will expire

Set Password: Set a password on the document

Block download: Prevent users from downloading a copy of the document

Link settings ✕

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

🌐 **Anyone with the link** ✓

💼 People in Concordia Un...ity
Wisconsin with the link

👥 People with existing access

👥 Specific people

Other settings

☑ Allow editing

🗨 Open in review mode only ⓘ ⬤○

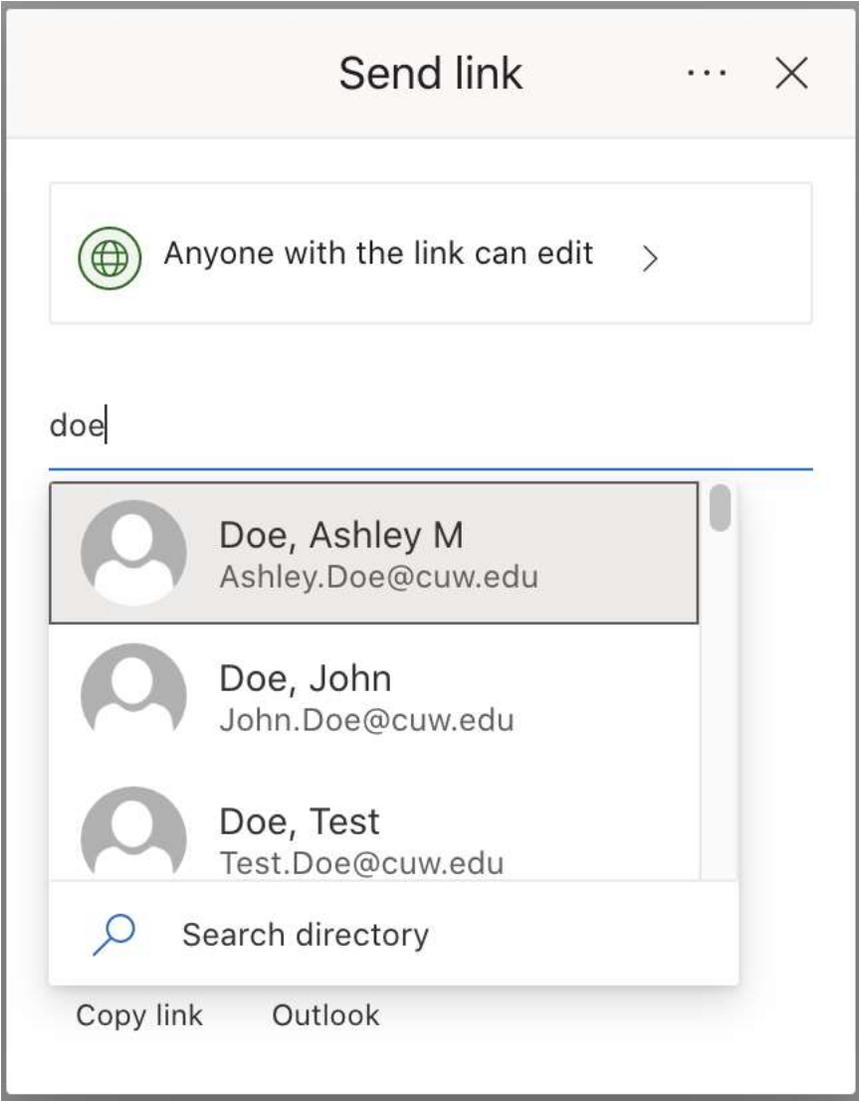📅 Set expiration date ✕

🔒 Set password

⊖ Block download ○⬤ ⓘ

Apply **Cancel**

Begin typing the name or email address of the person you want to share the document with. If the user is outside of CUWAA, you will have to enter the entire email address.

Once you have selected your share permissions and selected users to share with, add a message and then click Send (optionally you can select "Copy Link"

and send the link in a different fashion or click the "Outlook" button and send the link via your email account).

Send link   ···   ✕

⊕ Anyone with the link can edit   ›

👤 Doe, Test ✕   Add another

Add a message (optional)

Send

🔗
Copy link

📧
Outlook