

Sharing files with a OneDrive for Business account

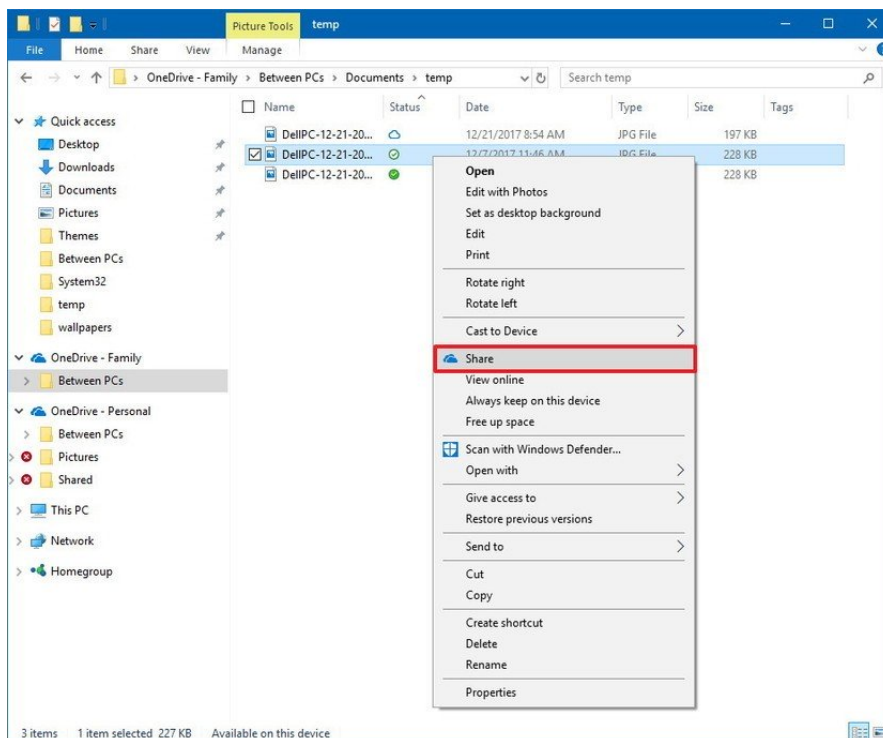
Another great feature that OneDrive offers is an easy way to share files with family, friends, or coworkers.

Instead of making a copy using a USB drive or sending email to other people, OneDrive on allows you to quickly share virtually any files by creating a secure link that others can use to access the content.

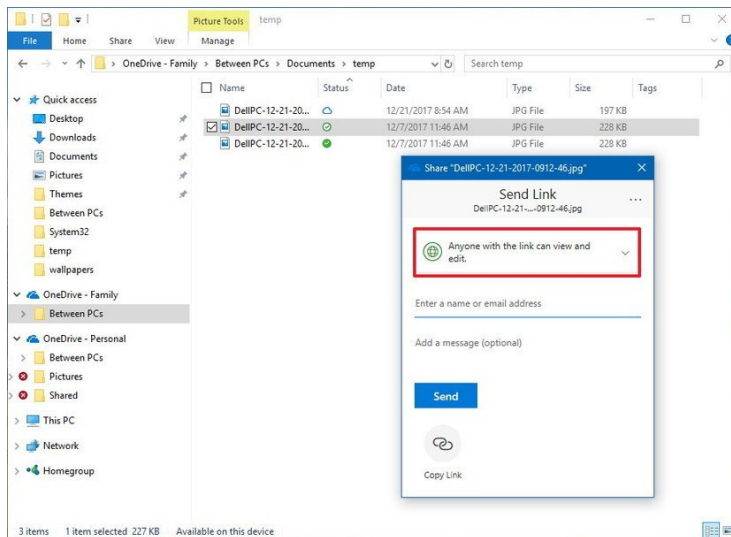
If you're using a OneDrive for Business account, the sharing experience is simplified, so you don't have to open OneDrive in your web browser to create a link or manage files permissions.

If you have a business account, you can quickly share files using these steps:

1. Right-click the file you want.
2. Select **Share**.



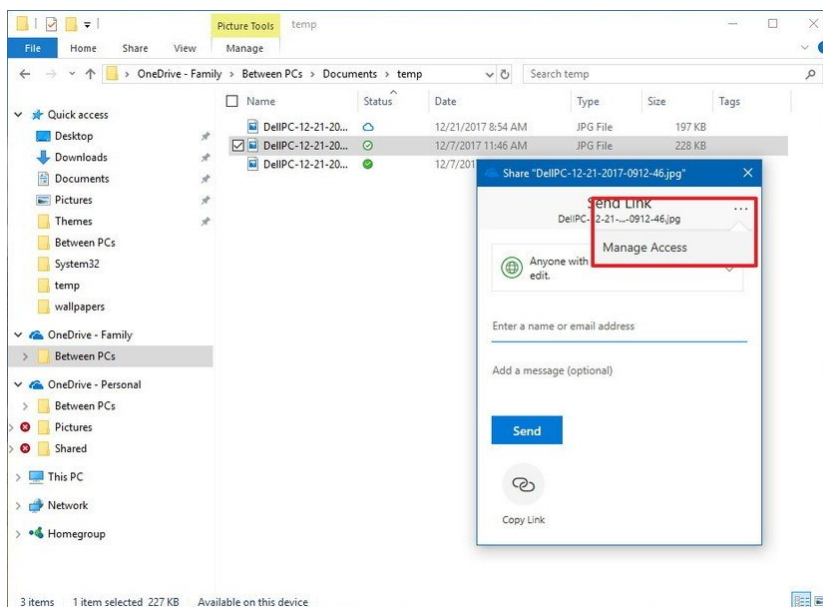
3. Use the drop-down menu to select the share permission.



4. Specify an email address if you're going to send the link to another person and click the **Send** button. Or you can click the **Copy Link** option.

After completing these steps, if you want to stop sharing the file, use these steps:

1. Right-click the file you're sharing.
2. Select **Share**.
3. Click the **three-dotted** button in the top-right corner.
4. Select the **Manage Access** option.



5. Click the **Remove link (X)** button.

