With OneDrive you have **new possibilities** to work on your personal documents. This instruction card shows you how you can **share your documents** with others within Office 365 apps and OneDrive. Below we first **introduce important information** about OneDrive.

➢ OneDrive is the **location** for your **personal** files and will replace the personal hard drive of the UvA. To collaborate on your shared departmental files you can use the existing shared hard drive or Microsoft Teams.

➢ You can share your files in OneDrive with any email adress and collaborate on these files simultaneously.

➢ If you share a OneDrive file with others you give **access** to that specific file on **your OneDrive**. That means that if you delete this file the other person can not work in the file anymore.

➢ Instead of **sharing a document** as attachment - which means there will be several versions of a document - everyone can work in the same document **together**.

➢ In Word, PowerPoint, Excel and OneNote the ⮞ Share button is shown in the top right corner.

➢ To ensure the best app experience, you will need the most **recent** version of the Office apps. You can download the latest versions at **uva.nl/downloadoffice**. If you have downloaded these apps, your Office apps will be updated automatically.

1. In the **top right corner** of the Office app you see the **sharing button**.

2. **Click** on the share button to open the sharing-panel.
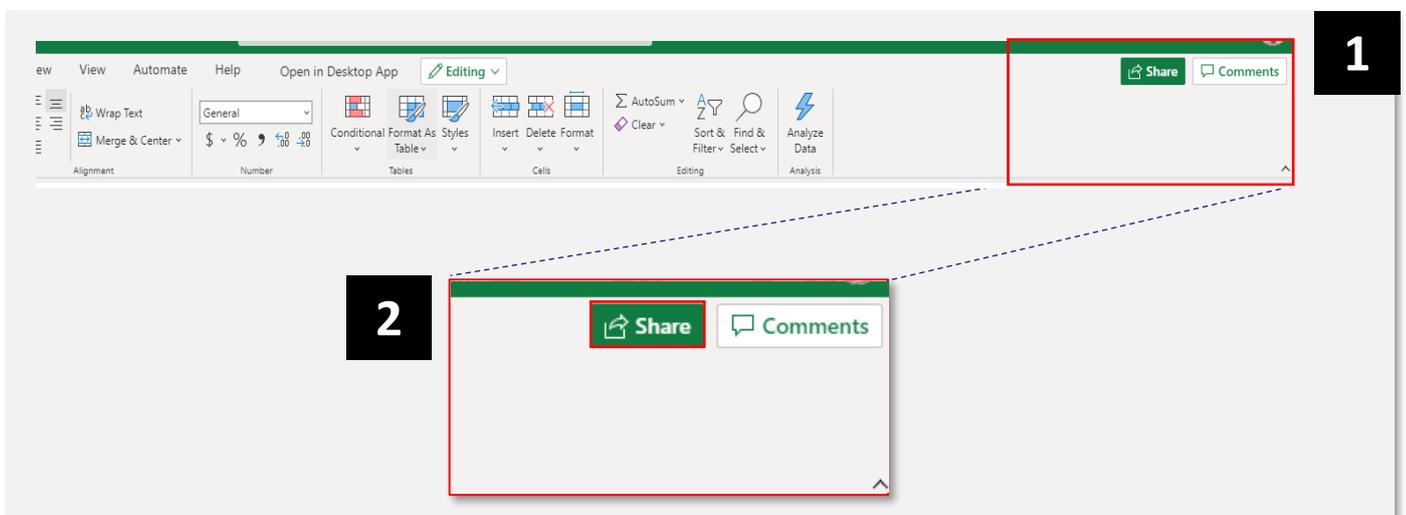
This **sharing button** is visible in **Word**, **PowerPoint**, **Excel** and **OneNote**. Besides, you will find the share button in OneDrive in the browser (through Office.com). The functions that we

explain on the following pages are identical in every Office app.

3. If you click on the sharing button the window opens where you can share the file with others. If you click on 'people you specify can view die u opgeeft kunnen weergeven'

4. In this screen you can edit the settings of the link that you are sharing. You can edit permissions for how and for whom the link to the file works.

   A. **Anyone with the link**: you give all permissions to everyone with the link.

   B. **Persons in UvA with the with the link: you give** everyone with a UvA-account acces to your file.

   C. **People with existing access:** you create a shareable link for people that already can access the file. For example when people have lost the link you've sent before.

   D. **Specific people:** You only give specific persons access to the file.

   E. **Allow editing:** If you check this box people that can access the file can edit the file.

   F. **Open in review mode only:** With this option the **application** will **register all changes** made in your document and **highlight** them when you open the doc.

   G. **Block download:** If you don't want that you file can be download (to avoid copy's) you can disable that by checking this box.

5. Click apply to enable these settings. You will return to screen 3.

5.   Enter the **e-mail address** of the person you want to share the **file** with.

6. Click on the **e-mail address** that is shown.

7. OneDrive check if this **e-mail address is known** within UvA. If this is **not** an UvA-email adress OneDrive will show a warning.
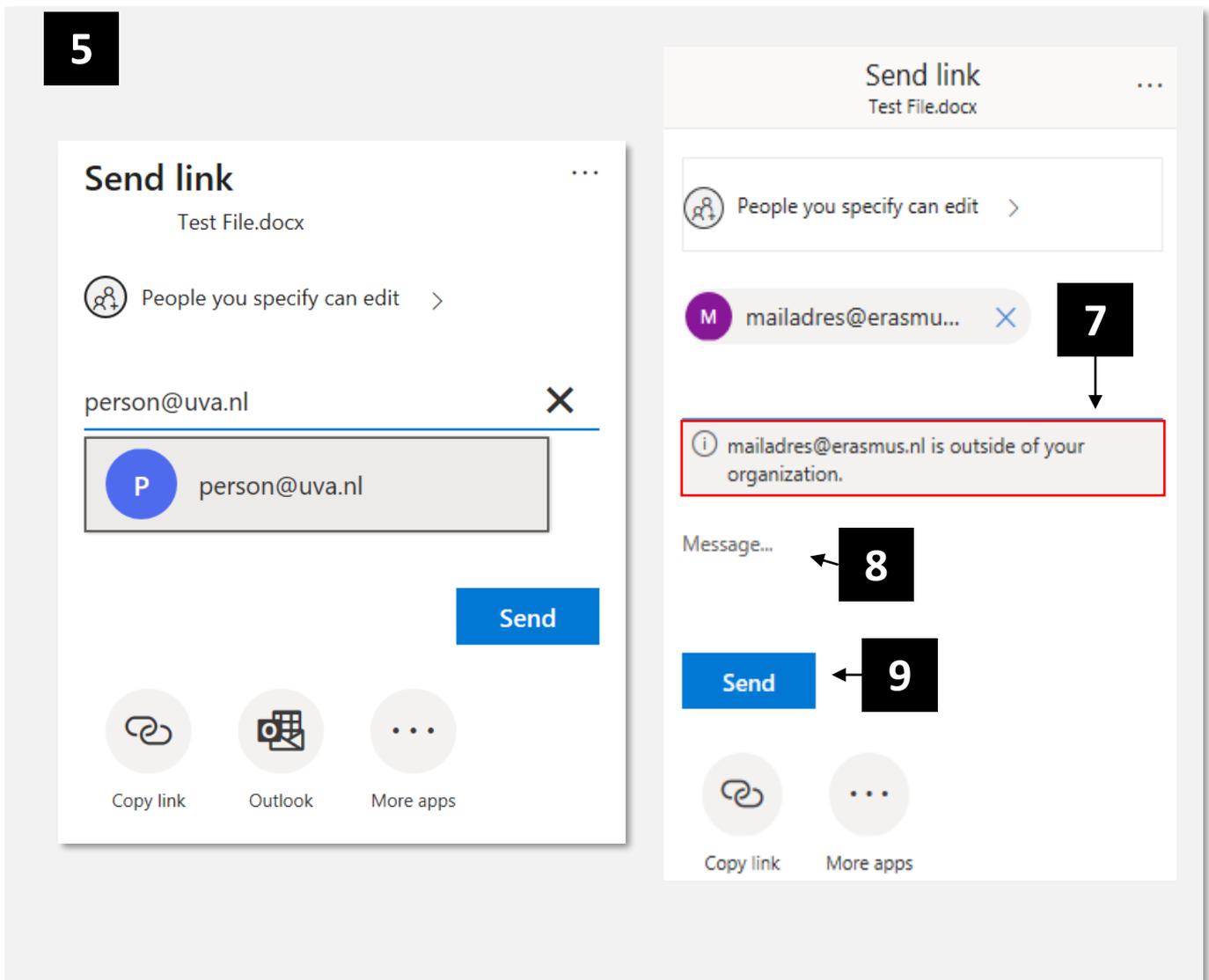
8. In the field '**Add a message**' you can add a message if you want to send the link by email.

9. Click on **send** if you are ready to send your message. The receiver will receive a OneDrive email with your message and the link.

On the next page we show you how you share the **link** without sending a standard OneDrive mail.

10. With the button **copy link** you can generate and copy a link to the file you want to share.

*Important: you can only **generate a link** if you have selected the receivers as described in step 5-7. **It is not possible to generate a link without selecting a receiver**.*

11. The link that you have created is **automatically copied** to the **clipboard** of your computer. This means you can pate the link with the **right button** on your **mouse** and pasted it wherever you want..

With this feature its possible to paste the link in a e-mail, a teams chat or in every other app you use to communicate.

***Tip**:if you want to be more efficient with the link you can paste the link in a word. Select the word that you want to use as a link and press CTRL+K. You paste the link to the file in the word you have selected. The receiver only needs to click on your word to open the file.*

Good luck sharing files from OneDrive!