Inviting External Users to OneDrive Files and Folders

You can now share files and folders externally from SU. Your cloud storage in OneDrive is private until you decide to share with others, then they will have access to the files and folders you have chosen.

To Share Externally using a Required Login from OneDrive Online (most secure method):

1. Go to the www.office.com, sign in with your SU account and select the nine dots in the top left corner then choose OneDrive from the list of available apps.
2. Pick the file or folder you want to share by selecting the circle in the upper corner of the item.
3. Select Share at the top of the page.
4. A new window will appear
5. Click on the option "People you specify can view" and make sure the 'Specific People' option is checked.
6. From the new window, you can choose to allow the external user to have access to edit, as well as turning on review only mode. Review only mode will allow the external user to add comments, but not edit the actual document. Additionally, you can block the external user from downloading the file shared.
7. Click Apply
8. In the To: section, type in the external user's email address and click enter. You will get a notification at the bottom of the email address that the users is outside of your organization.
9. You can then click SEND to send that external user a personalized link to their email address to access the shared files/folders. They will need to create a free Microsoft account to access the shared material.

*Please encourage your external user to check their spam folder if they do not receive the email sent from Microsoft containing the sharing information.

To Share Externally using a Sharable Link from OneDrive Online (less secure method):

1. Go to the www.office.com, sign in with your SU account and select the nine dots in the top left corner then choose OneDrive from the list of available apps.
2. Pick the file or folder you want to share by selecting the circle in the upper corner of the item.
3. Select Share at the top of the page.
4. A new window will appear
5. Click on the option "People you specify can view" and select 'Anyone with the link'
6. From the new window, you can choose to allow the external user to have access to just view or download the file(s). By default, the sharing of the file ends 365 days from the date you shared. You can change that to a shorter date, if desired. Additionally, you can add a password to the file.
7. Click Apply
8. In the To: section, type in the external user's email address and click enter. You will get a notification at the bottom of the email address that the users is outside of your organization.
9. You can then click SEND to send that external user a personalized link to their email address to access the shared files/folders. They will need to create a free Microsoft account to access the shared material.

*Please encourage your external user to check their spam folder if they do not receive the email sent from Microsoft containing the sharing information.

Additional Information About Sharing Features

- Allow editing - When you share items with this type of link, people can edit files, and can add files in a shared folder if they're signed in with a Microsoft account. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder. Unchecking this box means that people can view, copy or download your items without signing in. They can also forward the link to other people. However, they cannot make change to the version on your OneDrive.

- Set expiration date - The link will only work until the date you set. After that, the link will be invalid, and you will need to create a new link for users requiring access to your file or folder.

- Set password - When a user clicks the link, they will be prompted to enter a password before they can access the file. You'll need to provide this password separately to users.

See also Microsoft's tutorial on Sharing OneDrive Files and Folders