

Managing access in OneDrive

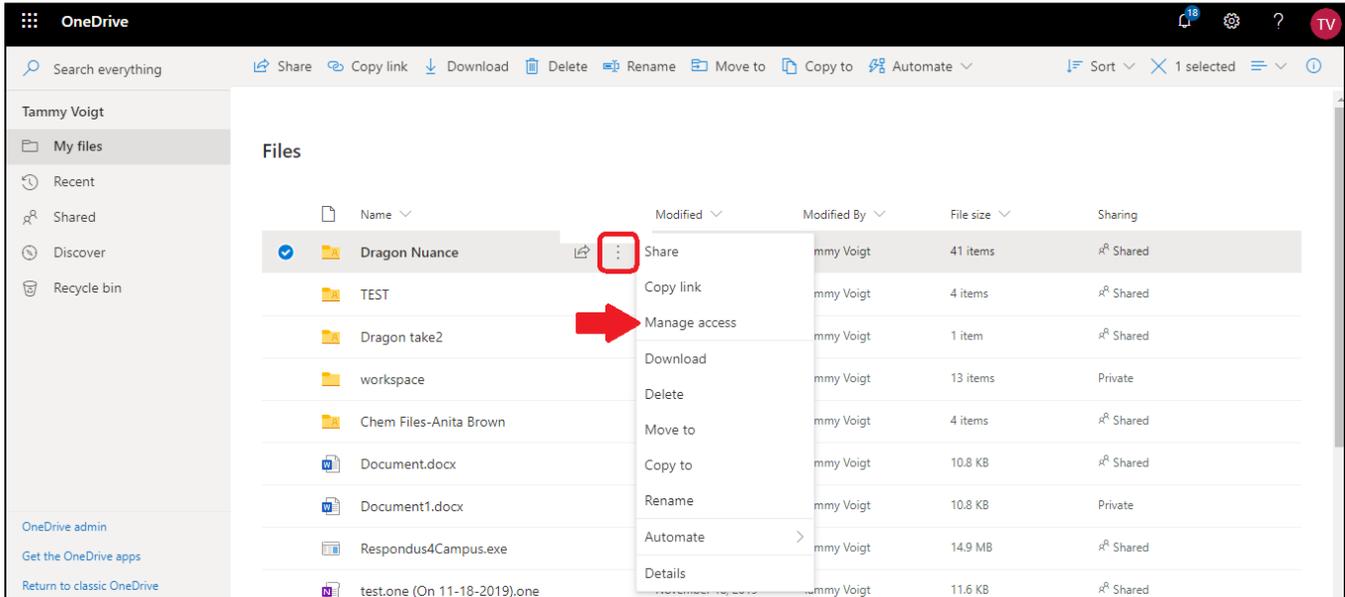
This article is to help users manage access to files and folders within OneDrive

Go to <https://www.office.com> and login with your Salisbury University Email address and password.

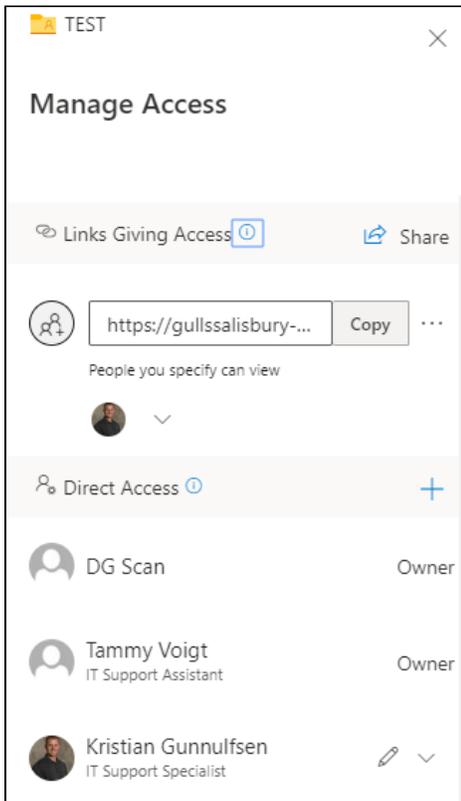
Select  in the top left corner then OneDrive from the list of available applications.

Highlight the item you would like to manage and select the three vertical dots to the right on the name

Select Manage access from the drop down menu



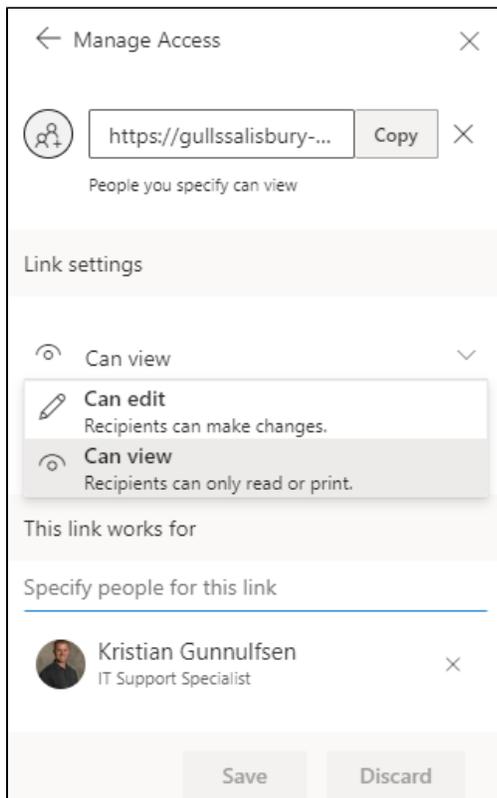
A file can be shared or given access via a link/email or via direct access.



1. Users who have been given a link or emailed a link will be listed under **Links Giving Access**

To view their permissions select the three horizontal dots to the right of the link address.

Users **Can edit** or **Can view** files based off your selection



2. Users who have been given direct access will be listed under Direct Access

To view permissions for users given Direct Access click the down arrow to the right of their name

Users **Can edit** or **Can view** files based off your selection

