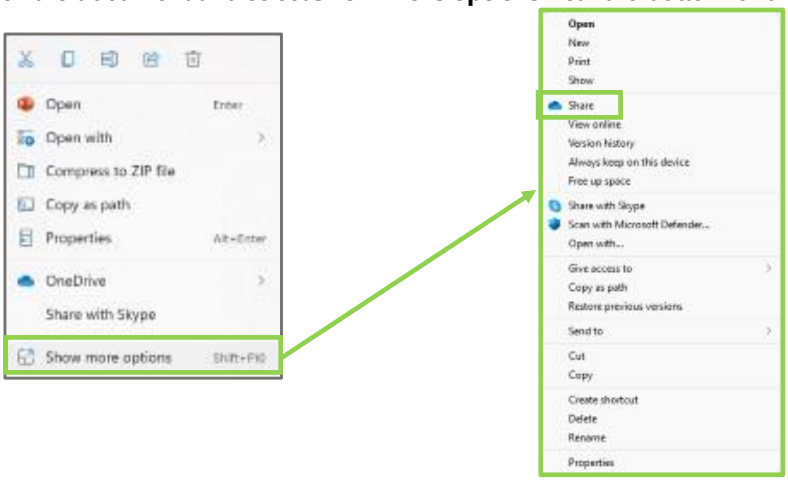
# File Sharing & File Sharing Permissions From Your Desktop for Windows Device

Navigate to the document within your **OneDrive App from your Desktop.**

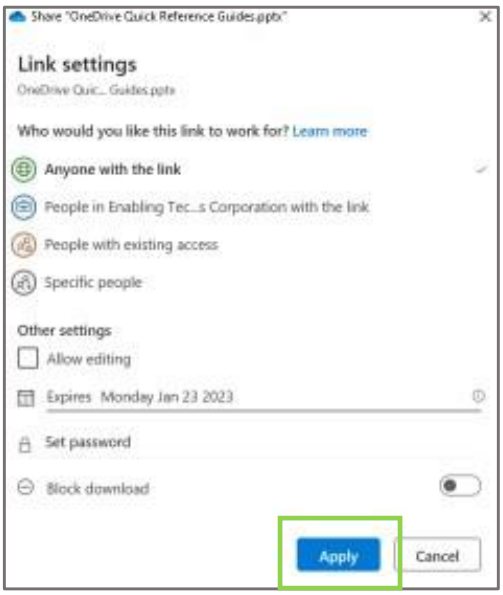
Right-click the document and select **Show more options** near the bottom of the menu. Next, click **Share**.




When the **Send Link Dialog Box opens**, you can edit sharing permissions by clicking **Anyone with the link can view**, or the drop down menu by the pencil.

In the **Link Settings**, decide the permissions as well as editing rights, download blocking or set a password.

Once complete, click **Apply.**




Back in the **Share Link** Dialog Box, you can send the link via email by clicking **Send**, or you can copy the link by clicking on **Copy**, and then paste in a chat or document.

