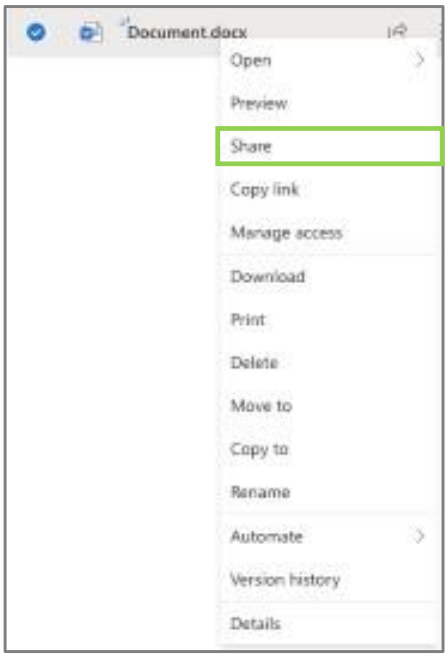
File Sharing & File Sharing Permissions From Your Web Browser



Navigate to the document within your **OneDrive Online** that you'd like to share.

Right-click the document and select **Share** near the top of the menu.

When the **Send Link Dialog Box opens**, you can edit sharing permissions by clicking **People you specify can view.**

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

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 and paste in Teams Chat.

