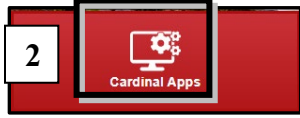


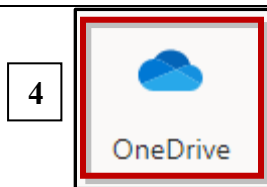
Share a Link to a OneDrive File



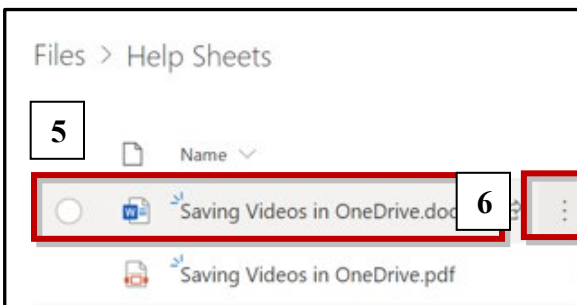
1. Go to <https://my.uiw.edu/faculty/index.html>
2. Log in and click **Cardinal Apps**




3. Click **Office 365**

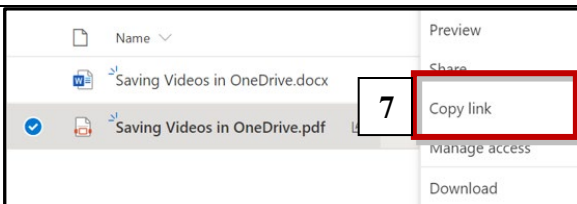


4. Locate and click **OneDrive**

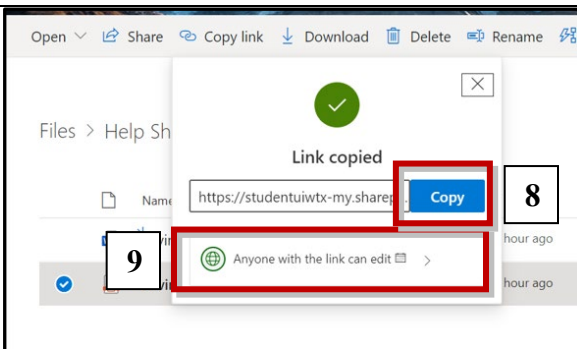


5. Navigate to the **file that you want to share**

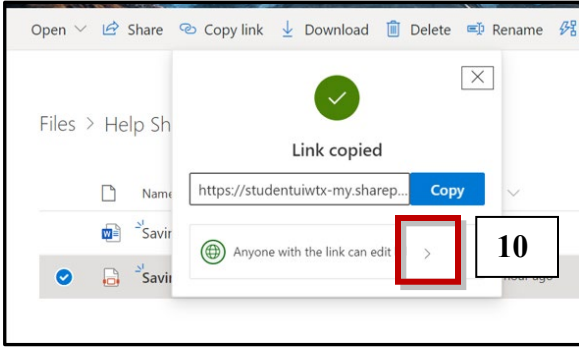
6. Click the **ellipsis** 




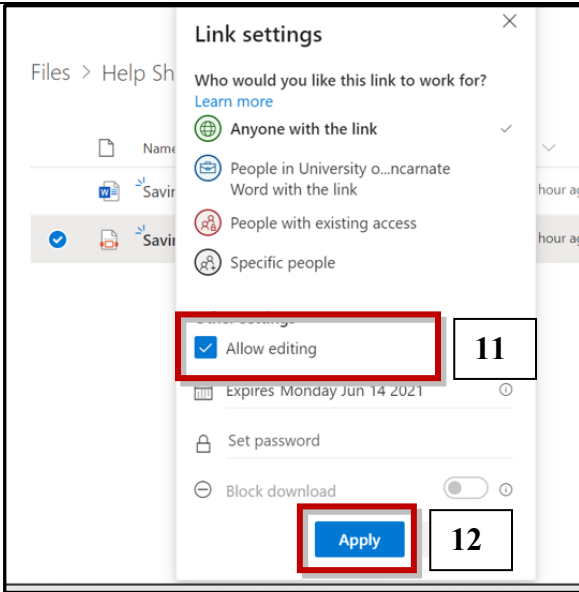
7. Click **Copy Link**



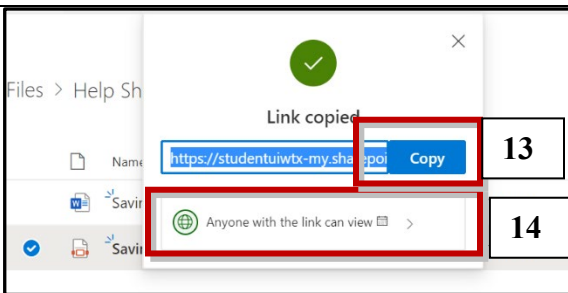
8. Click **Copy**. The link is copied and ready to share. Paste the link in an email to share the document
9. **Note- the setting Anyone with this link can edit (the file)**



10. If you want to *restrict editing of the file*, click on the **chevron**. 



11. Uncheck **Allow editing**
12. Click **Apply**.



13. Click on **Copy**. The link is ready to be shared. Paste the link in a email to share the document
14. **Note - the setting is now Anyone with this link can view it (the file).**