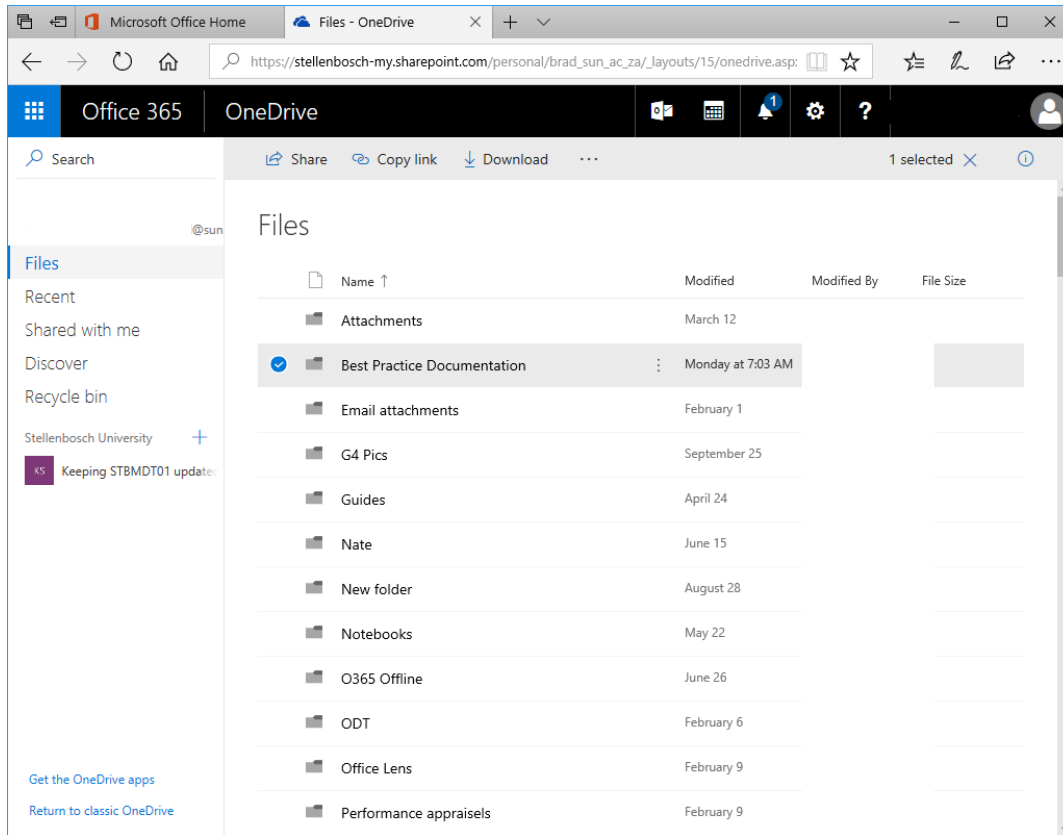
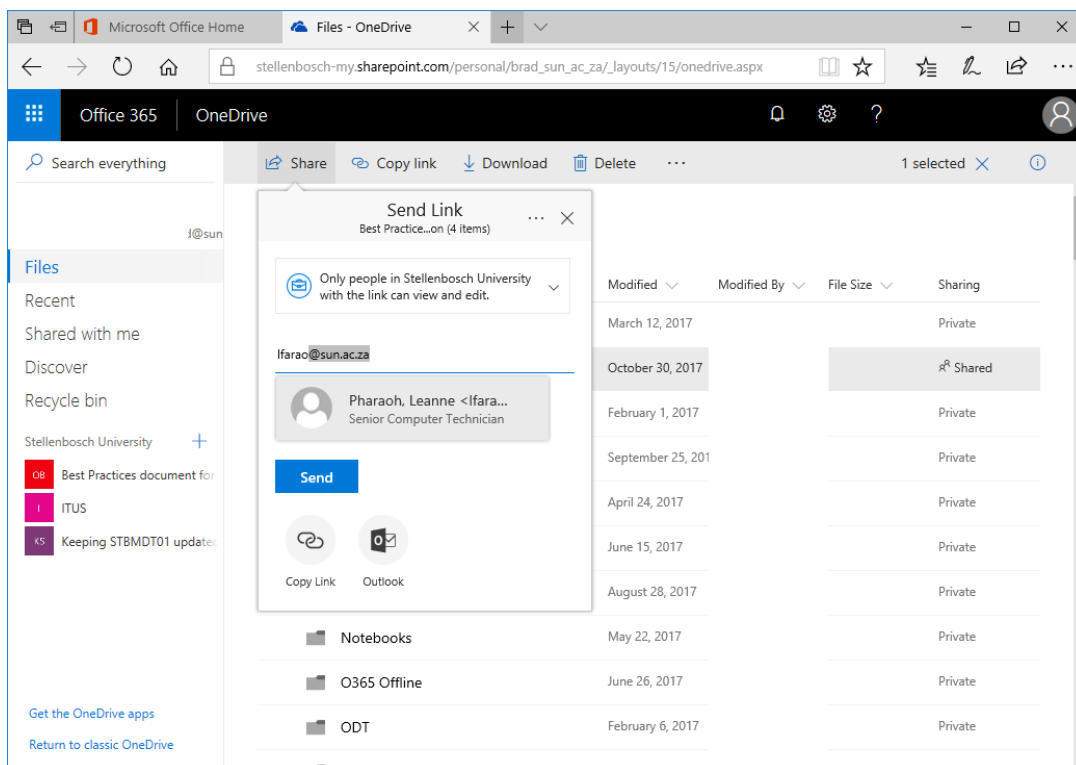


Sharing a folder with someone in your organization

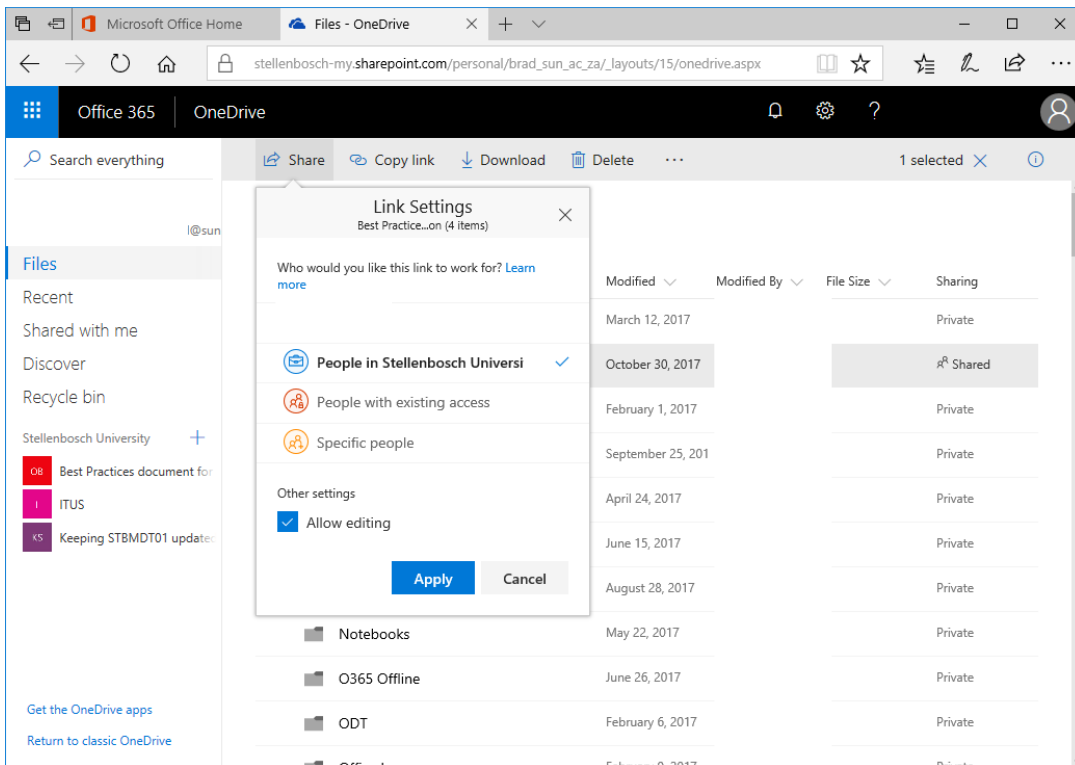
Log on to <https://portal.office.com> in your browser, and go to OneDrive and select the folder you would like to share



Click Share and enter the username of the person you would like to share the folder/file with

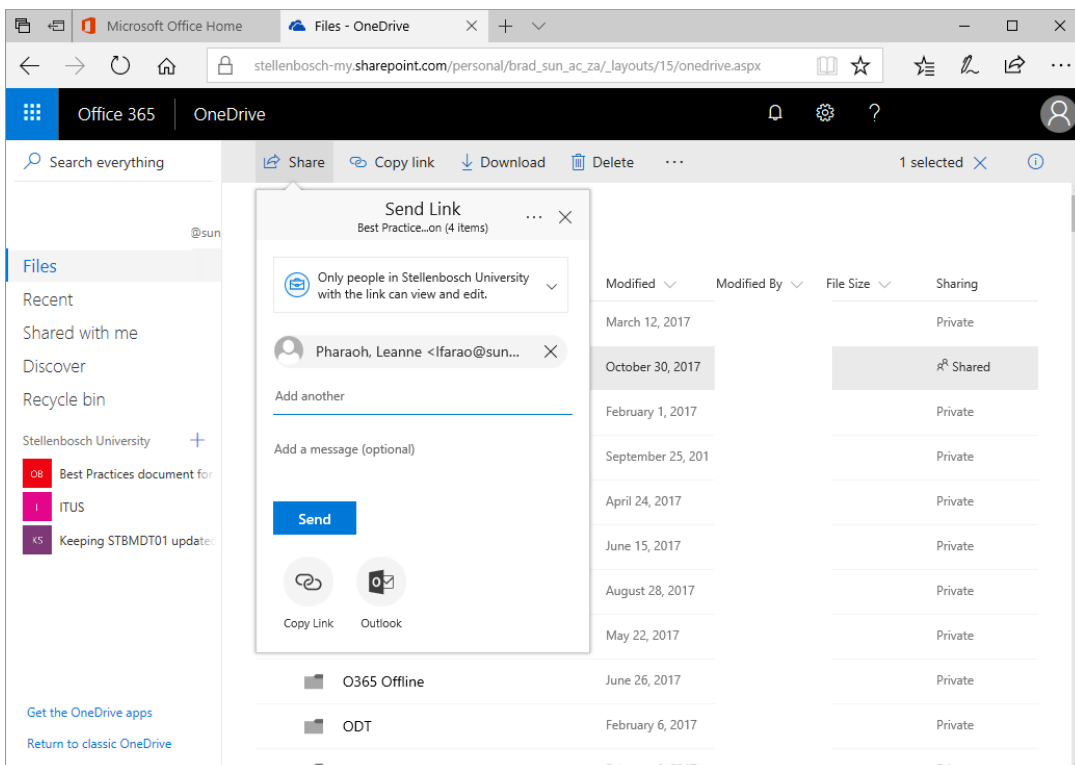


Change the Link settings by choosing only people in Stellenbosch University to be able to access this folder and click apply, You can specify if the person will be able to edit or just view the content by selecting the **allow editing** checkbox.

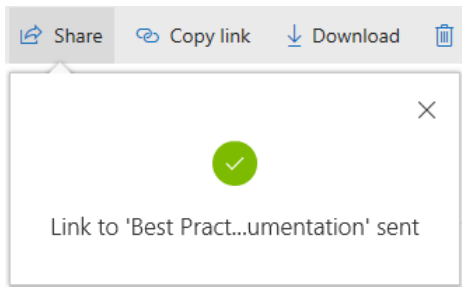


Note: by choosing this option, all people in Stellenbosch University will be able to gain access to this folder if they have the link. Please choose the Specific People option if you only want to specify certain people to have access.

Click Send if you are happy with the configuration



Link sent successfully



The recipient will receive an email that looks like the following

Here's the folder that [@sun.ac.za](#) shared with you.

