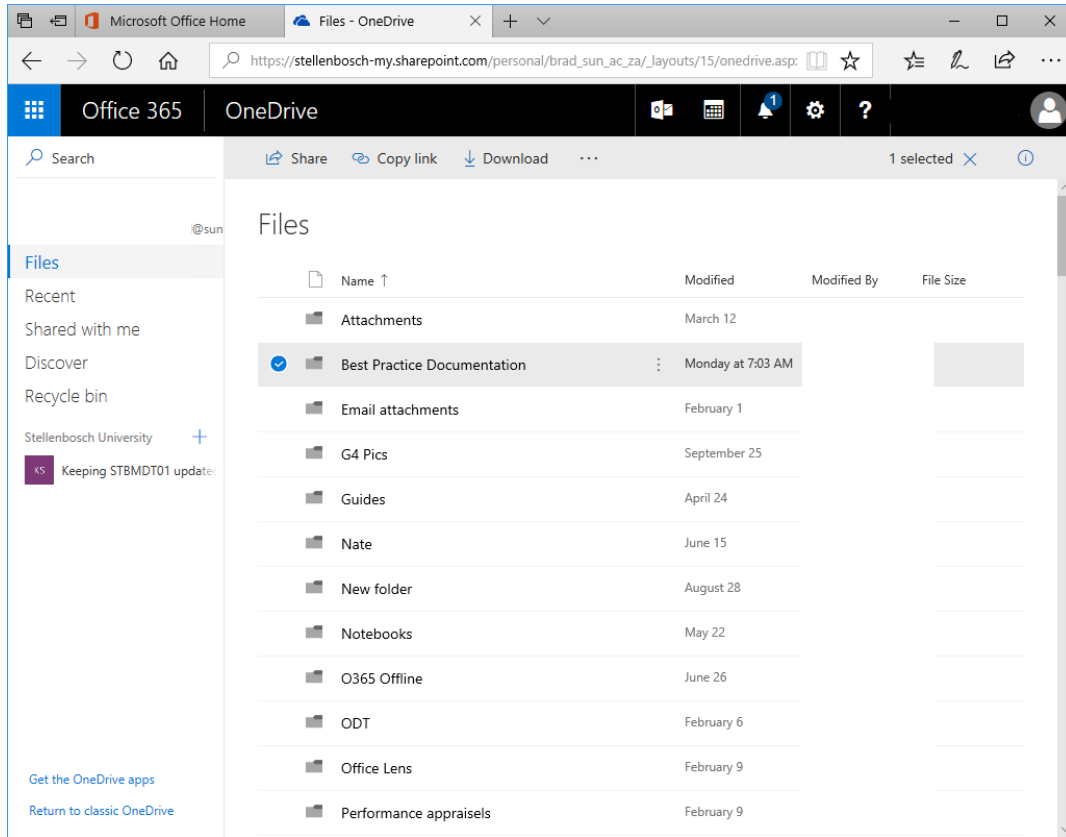
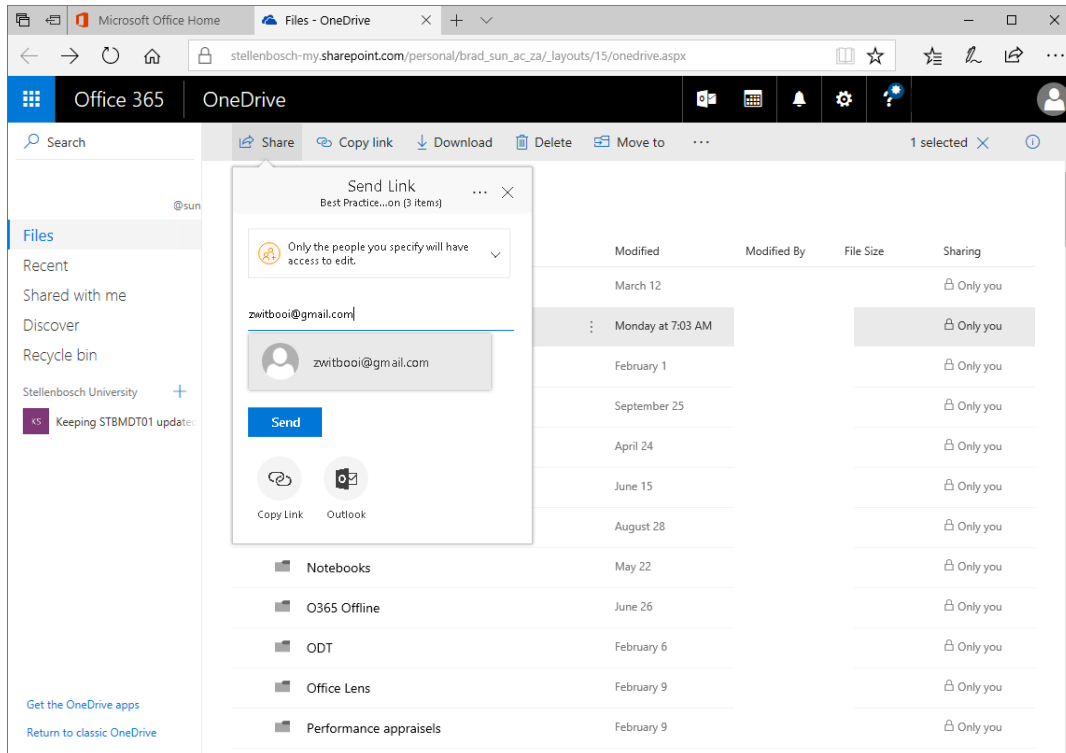


## Sharing a folder with someone not in your organization

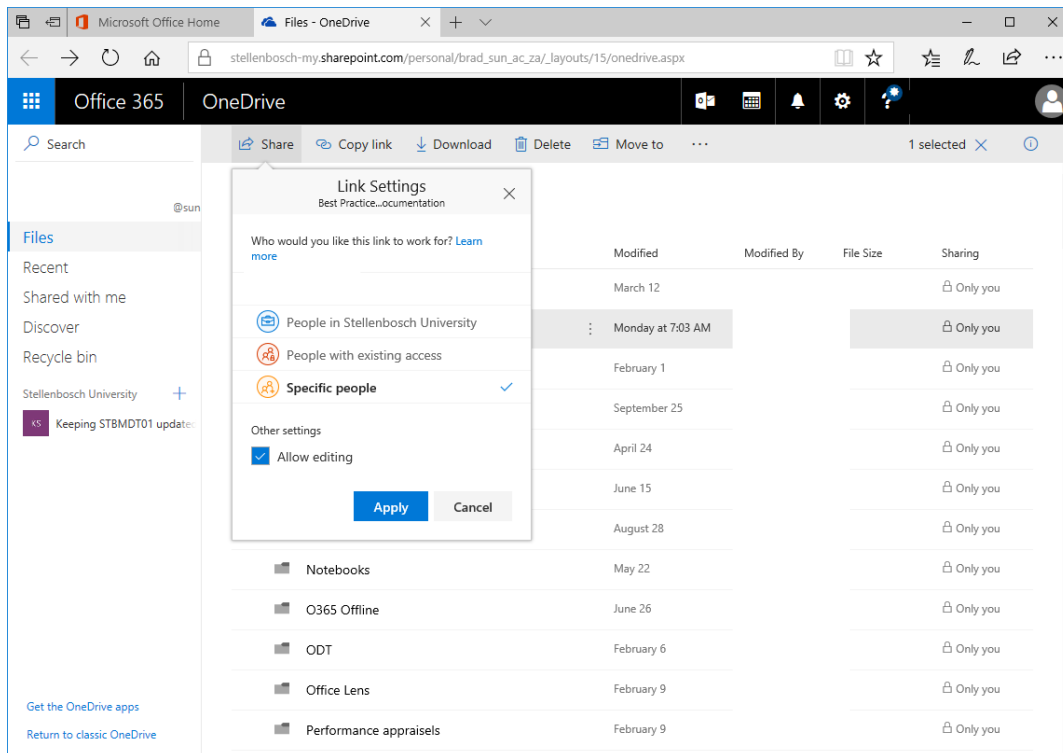
Go to OneDrive in your browser and select the folder you would like to share



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

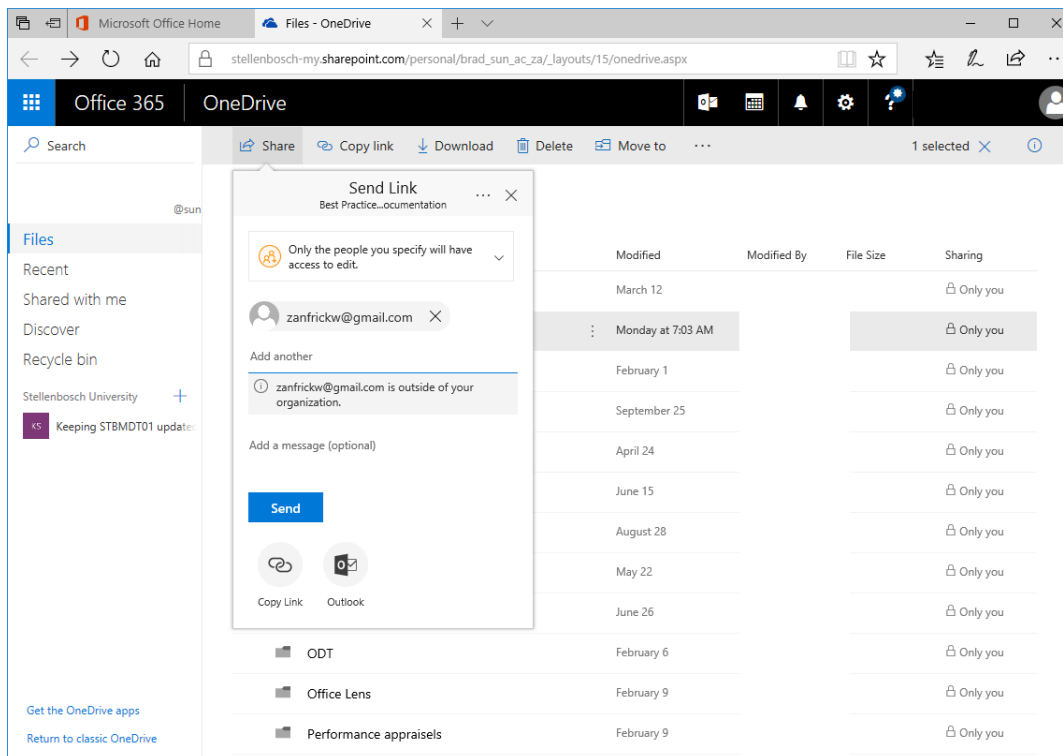


Change the Link settings by choosing only specific people to be able to access this folder and click apply, You can specify if the person will be able to edit or just view the content by selecting the **allow editing** checkbox.

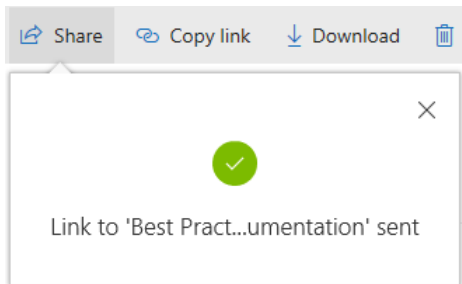


**Note:** by choosing this option, only people you specify will be able to gain access to this folder

Click Send if you are happy with the configuration

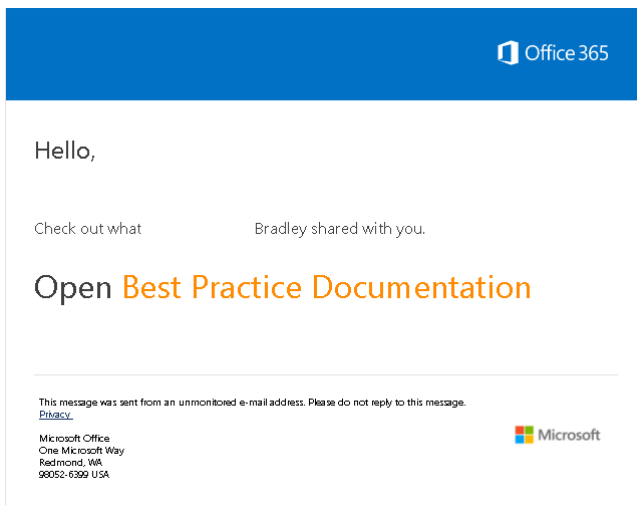


## Link sent successfully

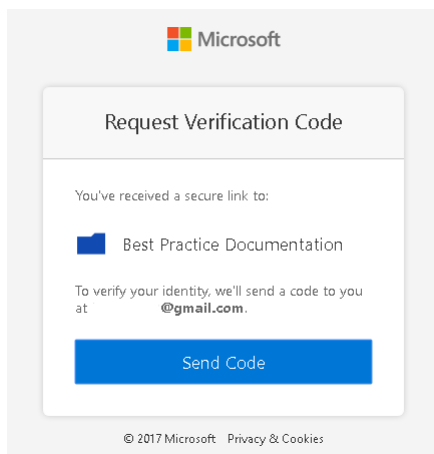


**Note: you will receive notification via email of the folder you have shared with the recipient.**

The recipient will receive an email that looks like the following



When the recipient opens the link, they will be presented with the following page. Click send code



They will need to verify that they are the intended recipient and will have to enter the code sent to them via email

32632774 is your Microsoft OneDrive verification code. Inbox x

no-reply@sharepointonline.com  
to me

OneDrive

Hello,

For security purposes, you must enter the code below to verify your account to access Best Practice Documentation. The code will only work for 15 minutes and if you request a new code, this code will stop working.

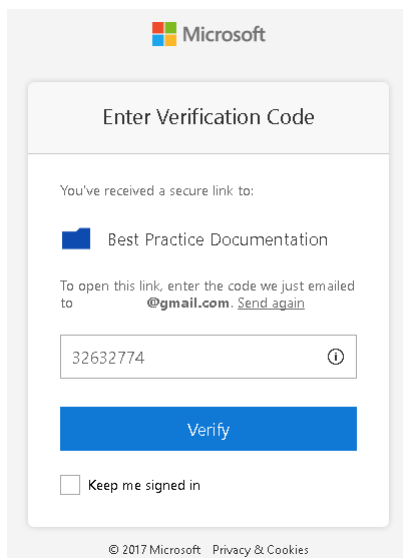
Account verification code:  
**32632774**

**Having problems with the code?**

View the error and make sure that the email identifier is "LB3NQPC". If it's not, look for an updated email or try requesting a new code.

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They will have to enter the code to give them access to the link



**Optional: check the Keep me signed in checkbox if you are the only person using that computer**

Once verified the recipient will gain access to the shared content

Office 365



@sun.ac.za>

New folder Upload Share Copy link Download

Best Practice Documentation

Name	Modified	Sharing	Modified By
Scenario 1	October 30	Shared	
Setting up OneDrive for Busines...	About an hour ago	Shared	
Sharing a folder with someone n...	About an hour ago	Shared	