# Permission Levels in OneDrive

This training manual will go over how you can access OneDrive and share content with members using the different permission levels. If you have any questions about any of this content, or if you would like any further support using OneDrive please contact the Software & Application Support Centre via email at sas@smu.ca.

Accessing OneDrive (from the Web)

1. Login to SMUport or Office 365
   SMUport Login: Username: s# Password: s# Password
   Office 365 Login: Username: SMU Email Password: SMU email password

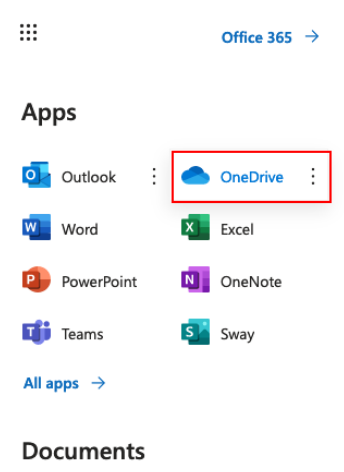   > **Note:** If you are logged in with **Office 365** you can **skip steps 2 – 4**

2. SMUport: Click **Office 365 Email**
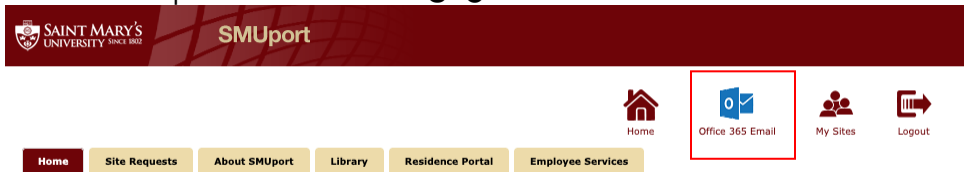
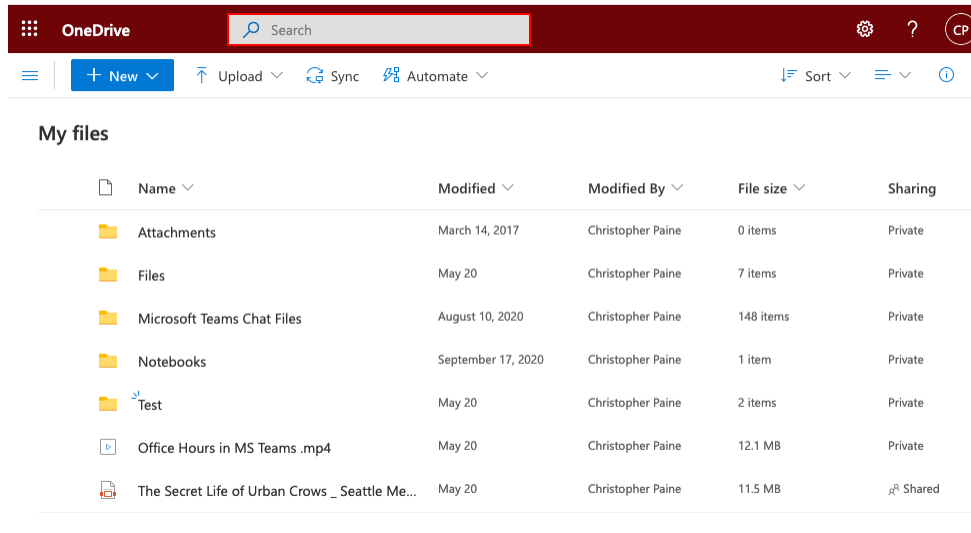3. Click the **App Launche**r in top left of page (waffle button)

4. In the App Launcher Click **OneDrive**

Sharing Content in OneDrive (from the Web)

1. Under **Files**, find the document you would like to share. If you cannot find the document, type the name of the document in the search bar.

2. Hover your mouse over the file you want to share. Click the three dots that appear to the right of the document title, and then choose **Share** from the drop-down menu.
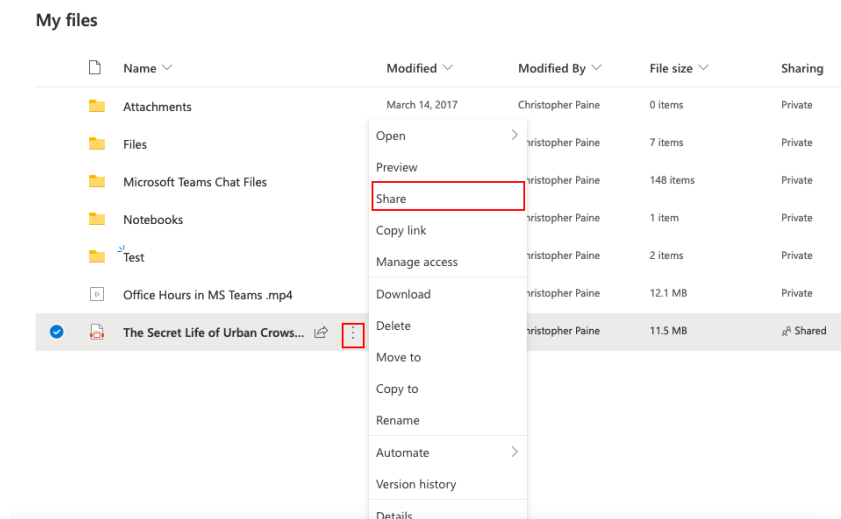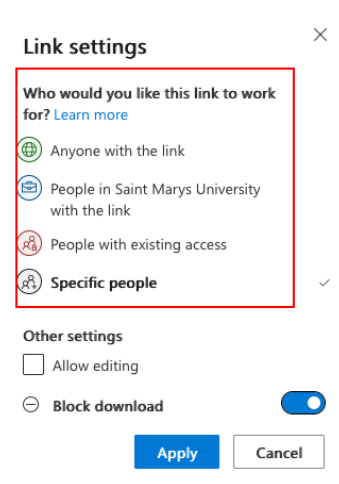
3. Click **People you specify can edit** to select your specific sharing permissions
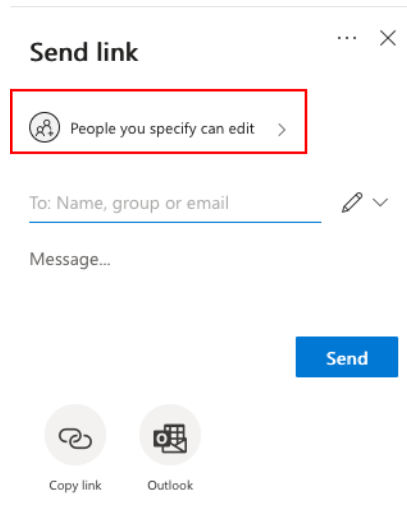
Sharing Permissions

By default, **People you specify can edit** is selected as the permission level and **Allow editing** is turned on. If you want people to only view your files and not be able to make changes, uncheck the **Allow editing** check box.

Anyone with the link: Anyone gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.

> **Note:** For **Anyone with the link** there is the option to set a **password and expiry date**. If you set a password, only those with the password **and** the link will be able to access the file. The expiry date can be used as an "end date" of when access permissions are removed.

People in Saint Mary's University with the link: Gives anyone in your organization who has the link access to the file, whether they receive it directly from you or forwarded from someone else. Anyone with a SMU email would be able to access or share.

People with existing access: Can be used by people who already have access to the document or folder. It does not change the permissions on the item. Use this if you just want to send a link to somebody who already has access.

Specific people: Gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.
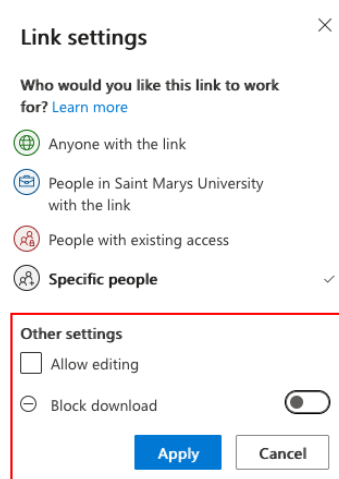
Allow Editing – If you want people to edit the document to collaborate, check this box. When you share items with this type of link, people can edit files, can add files in a shared folder, and can delete files in a shared folder.

You can also quickly select editing permissions without having to open the sharing link settings. Simply select the **pencil icon** next to the **To** field, then give the recipients edit or read-only permission. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder.

Block Download – This feature allows you to prevent users from downloading specific file types, including PDFs, Word documents, and PowerPoint presentations. At this time, it is *NOT* possible to block downloads for any video files.

View only – If you only want people to view the document and don't want people to edit, then keep the **Allow Editing** box unchecked. You will also have the option to prevent downloading by toggling the **Block Download** switch to **On**.

Note: The **Block Download** feature is not available for videos (i.e., MP4 files). If you share a video file via OneDrive, it will be able to be downloaded.

4. After you have set-up the permissions, you can now add people. In the "To: Name, group or email" field type in the names/emails of people you want to share the file with.
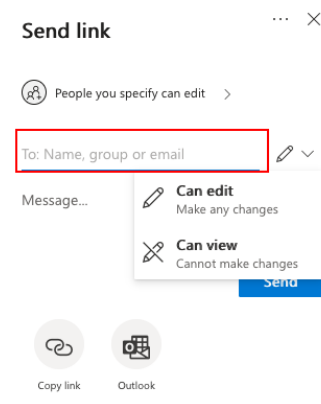
5. Click "Send" to share content with members. Members will receive the invitation for the shared content in their email inbox. Members will also see the shared file appear in their "shared" section of OneDrive (see next step).
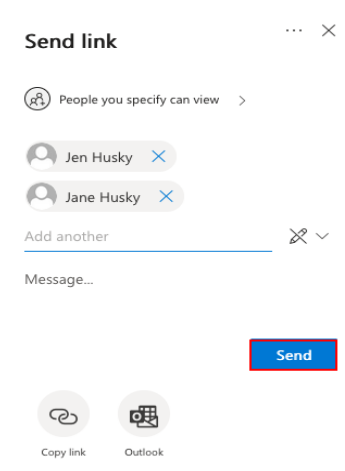
6. If you've selected the permission level **Anyone with the link**, **People in Saint Mary's University with the link**, or **People with existing access**, you can click on **Copy link** to copy a link to the file or folder to paste in an email, Teams message, or other desired location.

7. To view and or open **content you have shared, or someone has shared with you**, click the **Shared** tab on the left navigation bar. In this tab you can now see what has been shared with you and what has been shared by you.
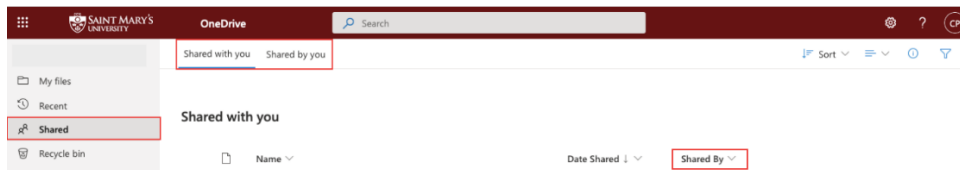

Sharing Files from your desktop (applies for both Windows & Mac!)

1. Find the File you want to share in your OneDrive on your Desktop
2. Right Click the File
3. Scroll down and Select **Share**
4. Apply desired sharing permissions to member(s)
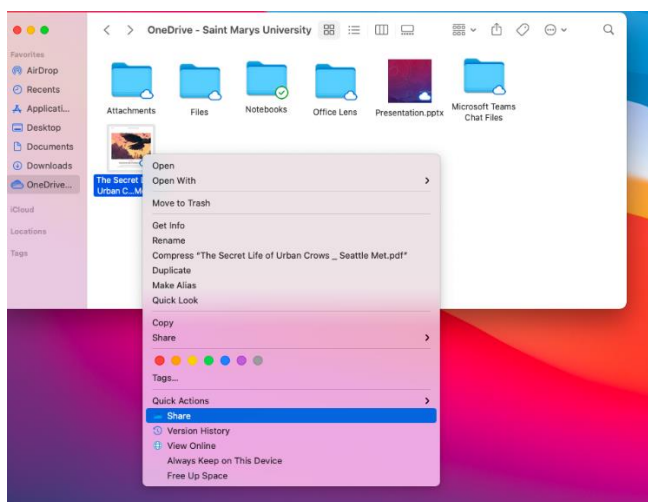
Revoke Sharing Access on Shared File

1. In OneDrive, find on the file you want to revoke someone's access to
2. Next, beside the file name (left side), check off the circle
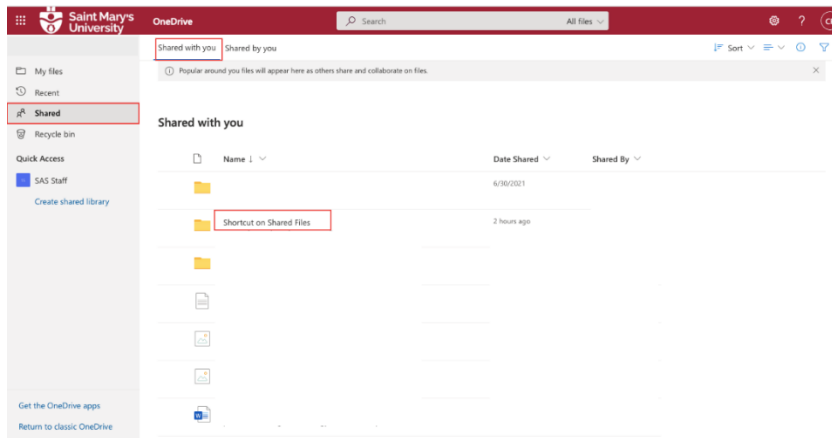3. Click the three dots and select **Manage access**
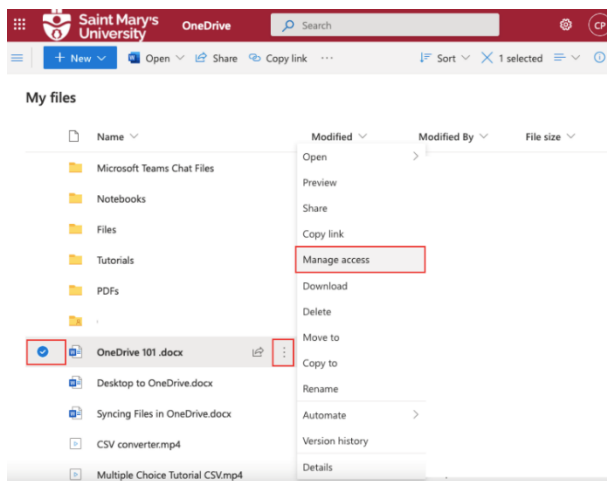
4. Click the drop-down arrow to reveal who has access to the document. Click the X beside the person(s) name that you want to remove access.
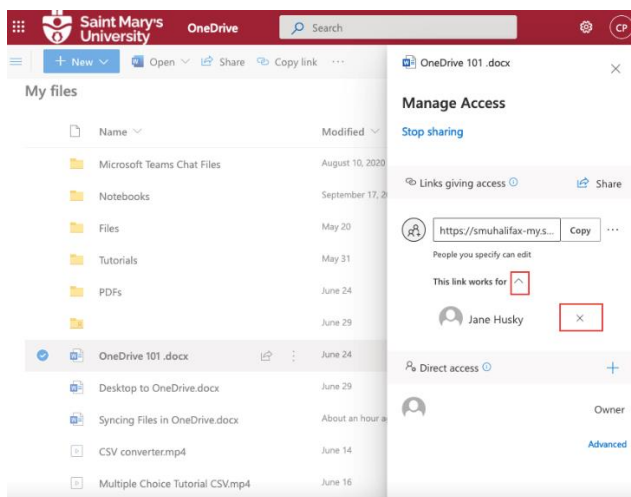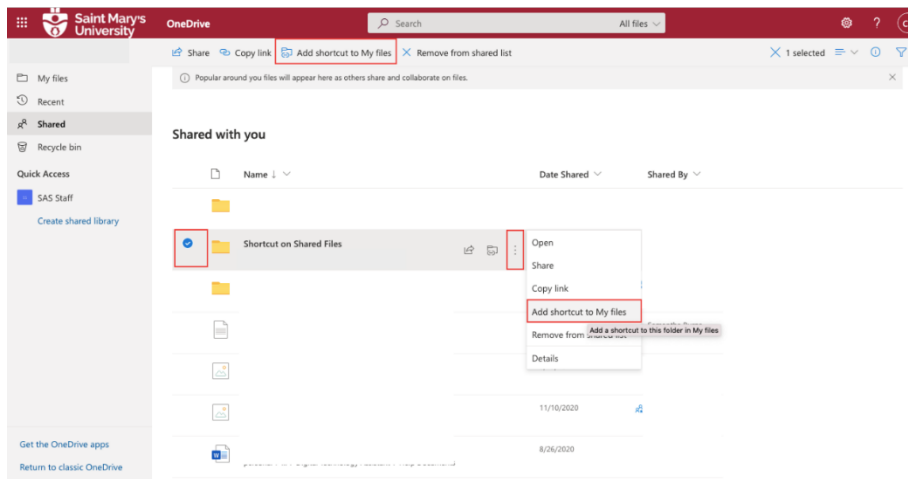
Adding Shortcuts to Shared Folders (Moving Shared Folders into "My Files" in OneDrive)

1. Open OneDrive, on the navigation bar click **Shared** and then proceed to click **Shared with me**

2. Under **Shared with you**, locate the file you want to move into your **My Files** of OneDrive. Next, click the check mark beside the folder you want to move, and then select **Add Shortcut to My Files**.

3. Click **My Files** in the top left of the screen. You will now see the shared folder located in your OneDrive folder. There will be small icon located at the bottom of the folder, which will indicate that you have created a link of your shared folder into **My Files** (as shown in the screenshot below).

Note: If you cannot find the shared file in the **Shared With You** section, you can search for it using the search box at the top of the screen.
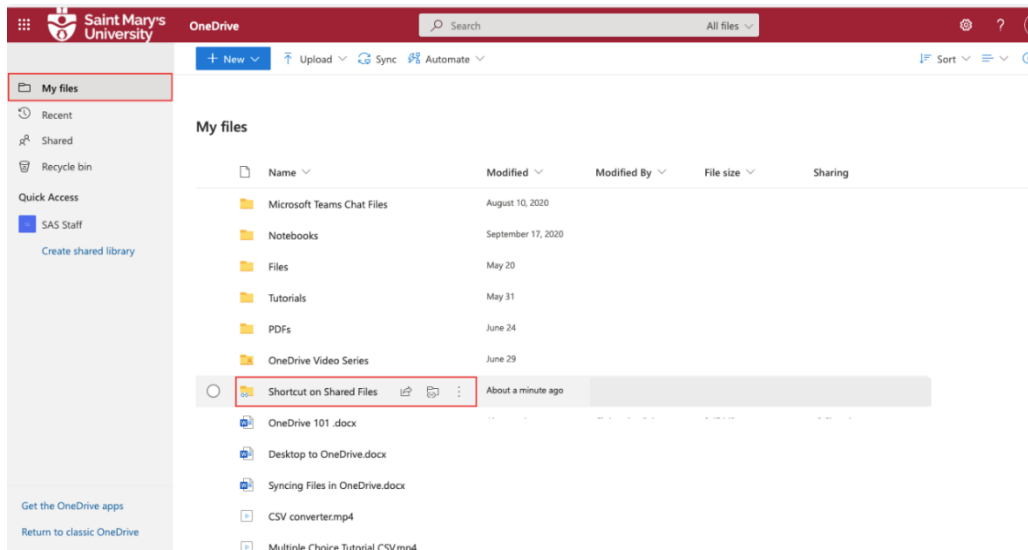
References & Further Reading

Share OneDrive files and folders. (n.d.). Retrieved from https://support.microsoft.com/en-us/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07

Stop sharing OneDrive or SharePoint files or folders, or change permissions. (n.d.). Retrieved from Stop sharing OneDrive or SharePoint files or folders, or change permissions - Office Support (microsoft.com)