



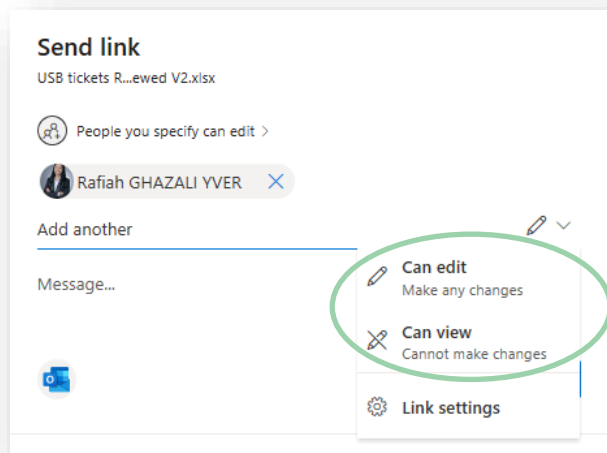
I want to know how to share OneDrive files with my co-workers through the Desktop app:

To start, ensure that the document is **uploaded and stored** in OneDrive. If you are the file owner, or have edit permissions, you can change the sharing permissions.



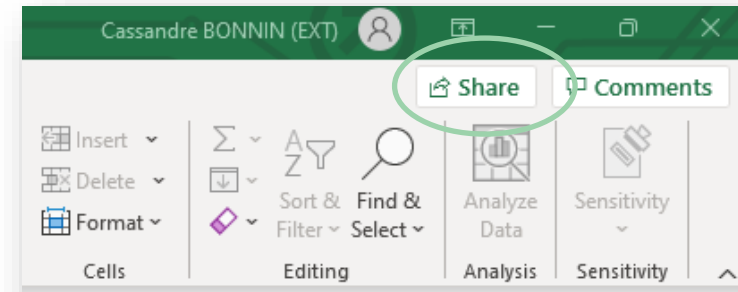
Type in the name(s) of the people you would like to share the file with.

Click on the pencil icon to select if you want this user to **edit** the doc (*can edit*) or **view it only** (*cannot make changes*).

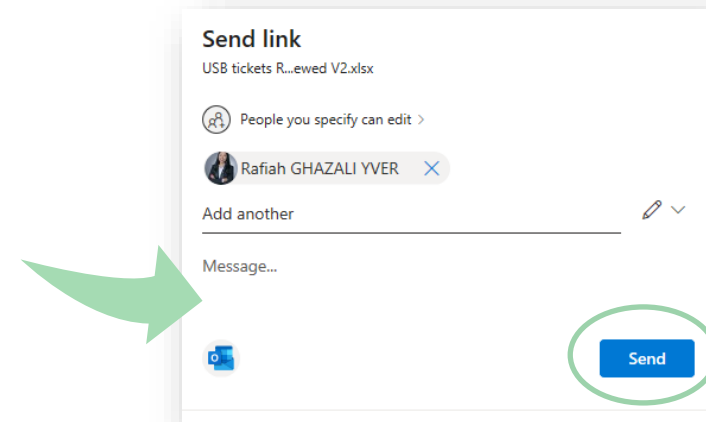


3

Open the file on your Office Desktop app, and click **'Share'** at the top of window:

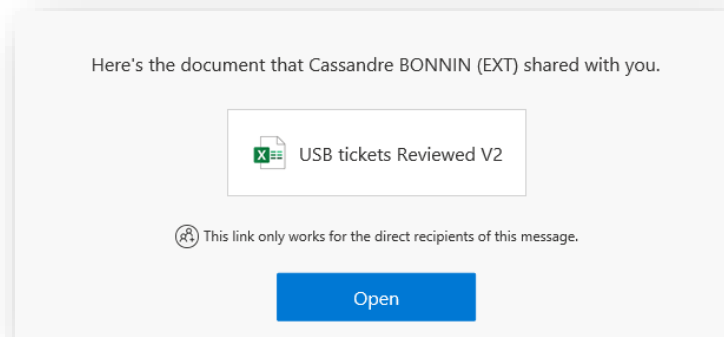


Feel free to type a message to provide context if needed. Finally, click send.



4

Your colleague(s) will **receive an email notification**, where he/she can click on the link sent to open the document in their browser.



5

6

All done!

Now you can easily collaborate with your colleagues from your Office apps.



To be noted: Sharing a document via link instead of attachment saves a lot of space in the mailbox of your teammates and considerably reduce your carbon emission. It also allow you to share one single version of the document, that could be amended at a later stage. Put an end to the versioning vortex!

So, think about it when you can, stop emailing file attachments and start sharing OneDrive links instead!