



I want to share a confidential document protecting it with a password

Open the file, properly stored in OneDrive, that you would like to share with a password.



Click on “People you specify can edit” and then on ‘Anyone with the link’ option.

Send link
DWPS – ORGANI...G MAR22.pptx

People you specify can edit >

To: Name, group or email

Message...

Send

Copy link

People you specify can edit >

Copy

Link settings
DWPS – ORGANI...G MAR22.pptx

Who would you like this link to work for? [Learn more](#)

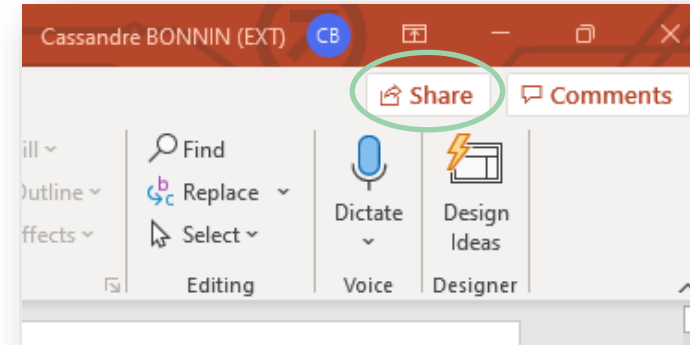
Anyone with the link

People in Professional with the link

People with existing access

Specific people

Click on the ‘Share’ button



You will see new options popping at the bottom of the window. Input the desired password in the ‘Set password’ field.

Other settings

Allow editing

Expires Sunday Jun 26 2022

You will need to provide the password to others

Block download

Apply Cancel

Once done, click on **'Apply'**. You can either copy the file link or share the file directly to the intended recipient. Do not forget to **give him/her the password** in a secured way.



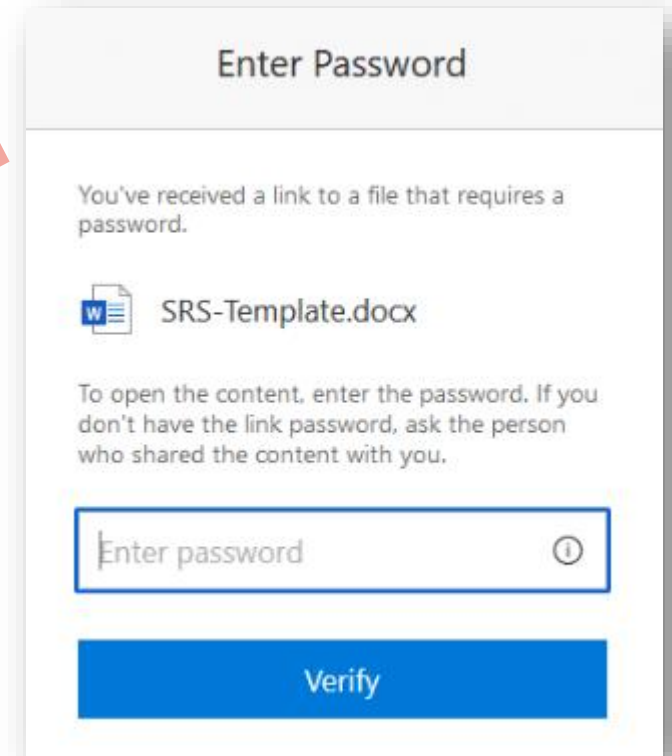
Congrats, you shared your confidential document securely!



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Upon sharing the document, the user will be prompted to **enter the password** to be able to access the file.



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