Microsoft Office- Sharing Files in One Drive

OneDrive is online storage that is available from any of the devices you use. You no longer need to email files to yourself or carry around a USB flash drive. Instead, whether you're on your office computer, the classroom computer, your computer at home, or your iPad you can get to your files in OneDrive.

Logging into OneDrive

1. Access our website: http://www.mc3.edu.

2. On the top right side, click the **Login** button.

3. Enter your **Username** and **Password.**

4. Click **Sign In**

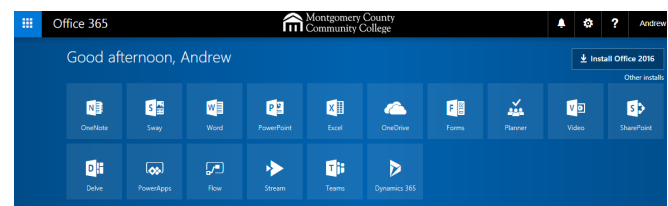Sign in with your MCCC username or email address and password.
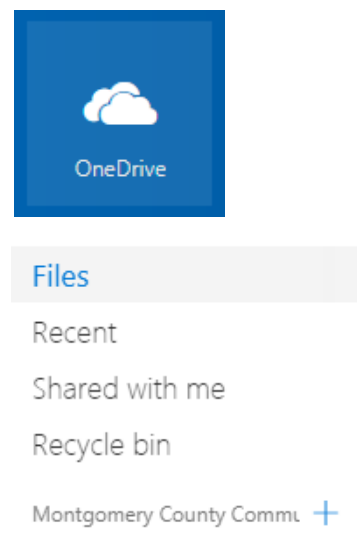
MCCC Username

Password

Sign in

5. Locate the Office 365 link under the Tools Section of Montco Connect.
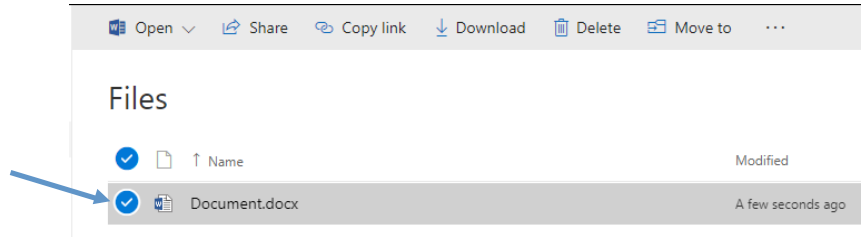6. Select your profile to login to Office 365.

Note: *You will be redirected to the Office 365 site.*
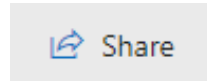
Sharing a Document on OneDrive

1. Click the OneDrive button in the top of the window to open your OneDrive account.

2. This will take you to the *OneDrive @ Montgomery County Community College* page where you can see Files, Recent Documents, Shared with me, and Recycle Bin.

Files

Recent

Shared with me

Recycle bin

Montgomery County Commu +

3. Locate and click on the document you want

| Open ∨ | Share | Copy link | Download | Delete | Move to | ⋯ |

Files

| | ↑ Name | | Modified |
| ✓ | Document.docx | | A few seconds ago |

4. Click **Share** at the top.

↪ Share

5. Decide how you want to share the document.

Send Link
Document.docx

Anyone with the link can view and edit.

Enter a name or email address

Add a message (optional)

Send

Copy Link   Outlook

Link Settings
Document.docx

Who would you like this link to work for? Learn more

🌐 **Anyone** ✓

People in Montgomery County Com

Specific people

Other settings

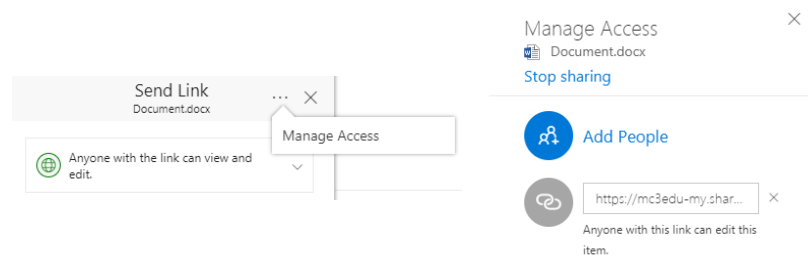☑ Allow editing

📅 Set expiration date ✕

Apply   Cancel

a. Click the drop-down to edit Link Settings.
b. Enter a name or email address to invite people.
c. Click Copy Link to create a Link
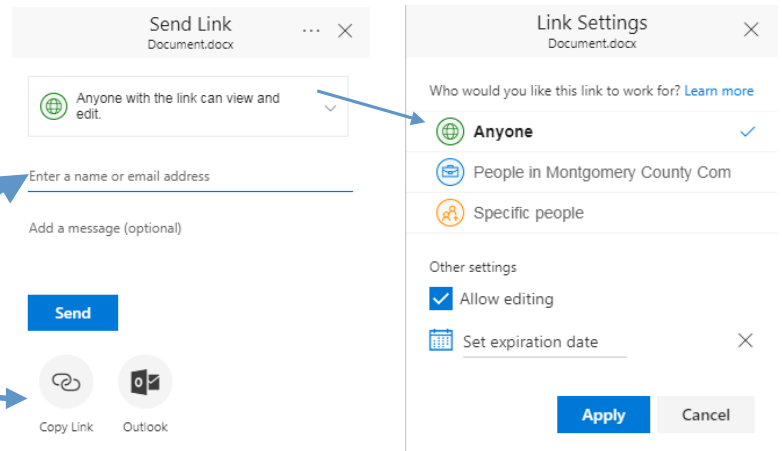
Note: You can now paste the copied link into an email message or into Blackboard to share with other people.

6. If you want to further manage access.

a. Click the ellipsis, then **Manage Access**.

b. Click **Add People**.

Send Link
Document.docx

Manage Access

Anyone with the link can view and edit.

Manage Access
Document.docx
Stop sharing

Add People

https://mc3edu-my.shar... ✕
Anyone with this link can edit this item.

7. Here you can choose to Require sign-in or send an email invitation and you can edit user permissions.

Invite people	Enter a name or email address	Can Edit ▾
Get a link	Add a message here	
Shared with		

☑ Require sign-in
☑ Send an email invitation

Share
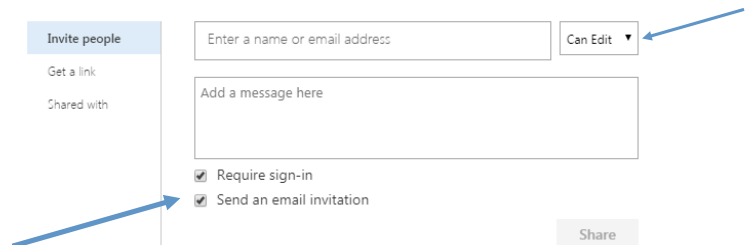
8. If you click "Get a link" you can create a Restricted, Edit, or View link.

9. Click the option you want and then highlight and copy the link. You can also set an expiration date for the link.
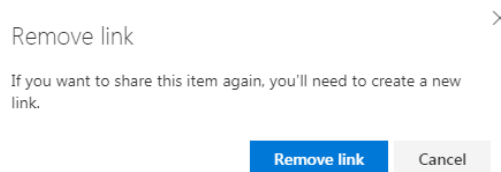
10. Click **Close**
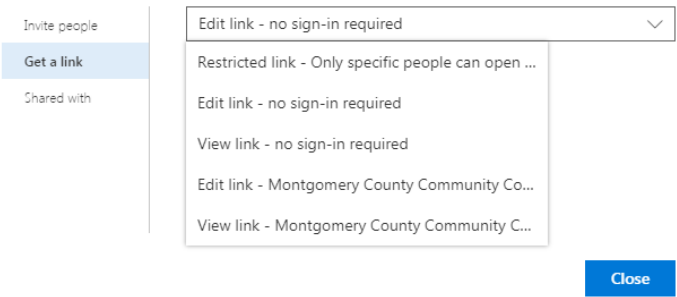
Disabling a Link

1. Locate and click on the document you want to stop sharing a link for.

2. Click **Share** at the top.

3. Click the ellipses, then **Manage Access**.

4. Click **Add People**.

5. Click **Get a link.**

6. Click **Remove.**
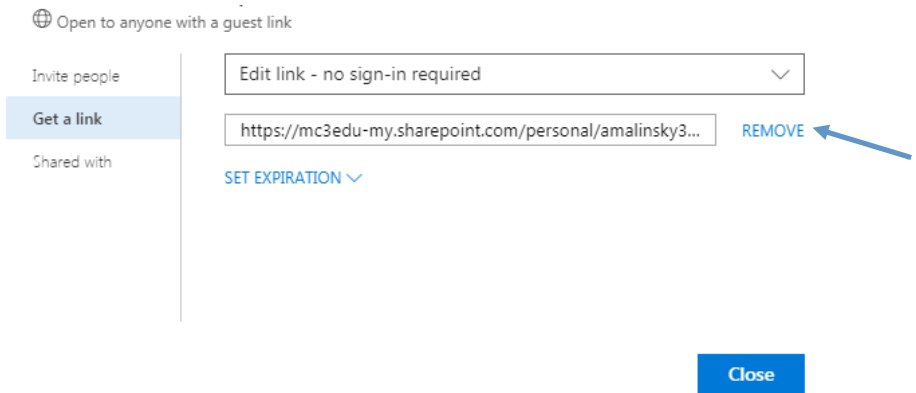
Note: Once the link is disabled, it will not work again, but you can create a new one to share.

5. Click **Remove Link.**

Remove link

If you want to share this item again, you'll need to create a new link.

Remove link   Cancel

Stop Sharing a Document

1. Locate and click on the document you want to stop sharing.

2. Click **Share** at the top.

3. Click the ellipses, then **Manage Access**.

4. Click **Stop Sharing**.

5. Or, if you click **Add People**, then **Shared with**, you can stop sharing the document from there as well.

6. Click **Stop Sharing**.

Manage Access

Document.docx

Stop sharing

Add People

Get a link

Shared with

Owner

STOP SHARING   EMAIL EVERYONE   ADVANCED

Close

Stop sharing?

We will disable any guest links and remove all users from the file except you and any other owners.

Stop sharing   Cancel