

# Sharing Files and Folders

## Simple Sharing

Sharing a file or folder with someone is easy! All you have to do is click on the `share button` (the button with three dots connected by two lines) to pull up the share sidebar, and type the recipient's name in the "Name, email, or Federated Cloud ID" box.

# How to train a dragon

cool!

Name ▲

 Secret Folder

 Readme.md

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1 folder and 1 file

Sharing with a Link

To share a file or folder using a link, click on the `share button` (the button with three dots connected by two lines), click the `+` to the right of "Share link". The link will automatically be copied to your clipboard, but you can copy it again by clicking on the clipboard icon.

The screenshot displays the OneDrive web interface. At the top, there is a navigation bar with icons for Home, Search, Calendar, Mail, People, and Help. Below this, the left sidebar shows navigation options: All files, Recent, Favorites, Shares, and Tags. The main content area shows the current location as 'temp' and displays a file named 'How to train a dragon' with the text 'cool!' below it. A table below the file shows a list of items:

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Secret Folder
<input type="checkbox"/>	 Readme.md

Below the table, it indicates '1 folder and 1 file'. At the bottom of the sidebar, there are sections for 'Deleted files', storage usage ('2.9 GB of 17.5 GB used' with a progress bar), and 'Settings'.

# Changing Permissions

You can also edit sharing permissions. For example, if you only want the recipient to be able to view a folder but not edit it, click on the three dots to the side of their name, and uncheck `Allow editing` and `Allow deleting`.



-  All files
-  Recent
-  Favorites
-  Shares
-  Tags

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-  Deleted files
-  2.9 GB of 17.5 GB used
-  Settings

🏠 > temp <> +

## How to train a dragon

cool!

<input type="checkbox"/>	Name
<input type="checkbox"/>	 Secret Folder
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1 folder and 1 file