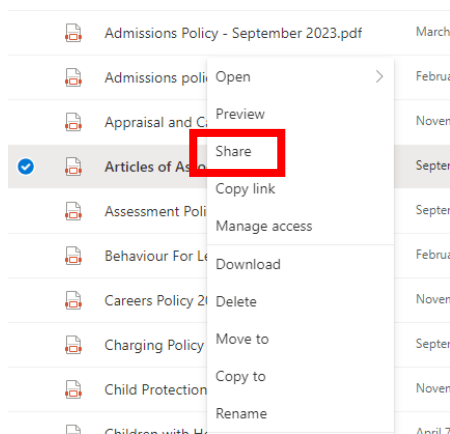


# OneDrive Sharing

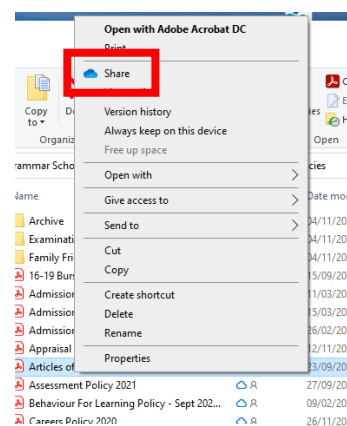
To track and control where a file is being shared it is advisable to share a link to the file. Instead of directly emailing a copy. To do this, the process is the same on the Web version of OneDrive, as well as the Desktop version.

Select the file that you wish to share, right click.

Click the **Share** option.



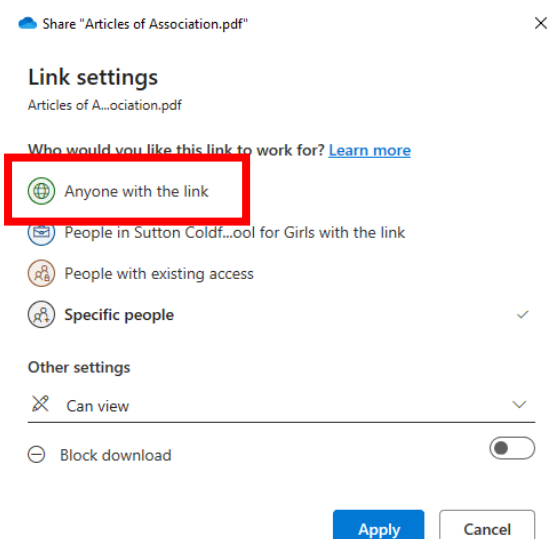
OneDrive Web



OneDrive Desktop App



A pop-up window will appear, select the **Pencil** icon.



**Anyone with this link** you can expire the link after a certain time and block the file from being downloaded.

You will also need to set a password for this file as an additional precaution. Click **Apply** you can then provide an email address to send the link to.

*N.B. Do not send the password on the same email.*

