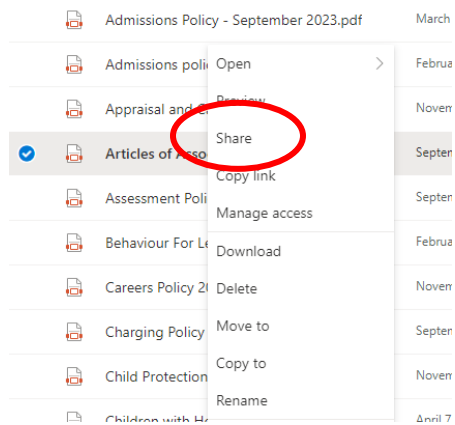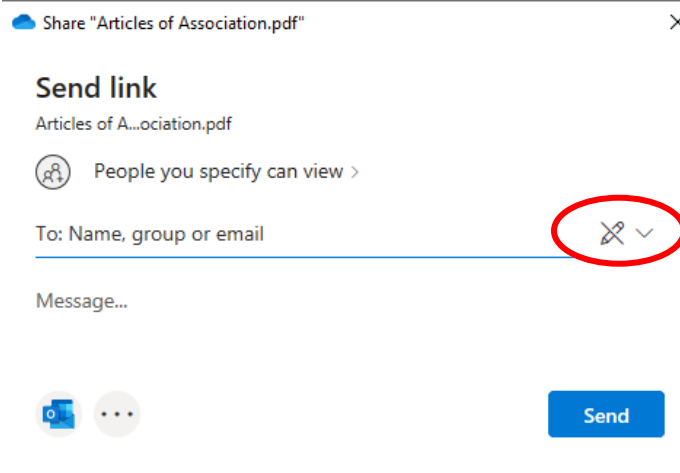# OneDrive Secure File Sharing

In order to track and control where a file is being shared it is advisable to share a link to the file, rather than directly emailing a copy to an external user.
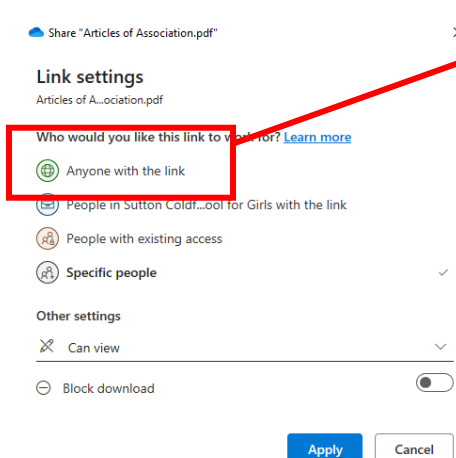
1. Find the file you wish to share and right-click on it. You will see a "Share" option

2. On the next window, go to the "Pencil" button:

3. Choose "Link Settings":

Use "Anyone with this link", where 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. When you 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!

Other settings

🖉 Can view ⌄

📅 Expires Thursday, 10 Nov 2022 ✕

🔒 Set password

⊖ Block download 🔵

Apply **Cancel**

☁ Share "Articles of Association.pdf" ✕

Send link

Articles of A...ociation.pdf

🌐 Anyone with the link can view-only 📅 ⊖ ›

To: Name, group or email 🖉 ⌄

Message...

📧 ••• **Send**