

OneDrive: Share files and folders

Last Modified on 05/02/2024 1:50 pm EDT

This article reviews how to **securely share, delete, and update the permissions** for folders and files in OneDrive.

Upload and share files

1. Confirm that the files adhere to the College's [Data Handling Policy](#) □
2. [Upload your files](#) □
3. [Share your files](#) □
 - When sharing multiple files with the same people, it is best to group them in a folder

Caution: All folders and sub-folders in OneDrive inherit the permissions of their parent folder.

Revoke permissions and delete shared items

Warning: It is crucial to [revoke sharing permissions](#) □ before deleting an item to ensure it cannot be restored.

Fully delete files within a shared folder:

1. Move the file out of the shared folder
2. [Revoke sharing permissions](#) □
3. [Delete your file\(s\) and folder\(s\)](#) □
 - If you accidentally delete an item, you can [restore](#) □ it

Fully delete shared folders:

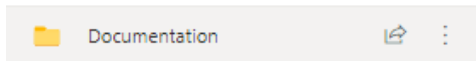
1. [Revoke sharing permissions](#) □ of the folder(s)
2. [Delete the folder\(s\)](#) □
 - If you accidentally delete an item, you can [restore](#) □ it

Change ownership of a file or folder

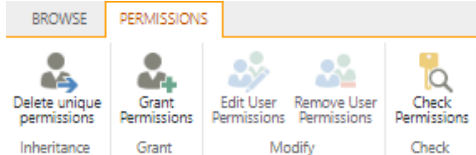
1. Open **Google Chrome**
2. Navigate to webmail.brynmawr.edu □
3. If prompted, login with your **College email** and **password**
4. In the top-left corner, click the **square of dots**



5. Click **OneDrive**
6. **Hover your mouse cursor** over the file/folder you'd like to edit
7. To the right of the file/folder name, click the **three vertical dots**



8. Click **Manage access**
9. Click **Advanced**
10. In the top-left, click **Grant Permissions**



11. Type in the **name or username** of the **new owner**
12. At the bottom, click **SHOW OPTIONS**
13. Click the **Select a permission level** drop-down menu
14. Select **Full Control**
15. Click **Share**
16. Ask the new owner to **Download** a copy of the folder

Questions?

If you have any additional questions or problems, don't hesitate to reach out to the **Help Desk!**

Phone: [610-526-7440](tel:610-526-7440) | [Library and Help Desk hours](#) □

Email: help@brynmawr.edu | [Service catalog](#) □

Location: Canaday Library 1st floor