



How to Share Files and Folders in OneDrive

Hello Karlstad University students!

Whether you're sharing lecture notes, collaborating on group projects, or organizing class materials, OneDrive makes it simple and secure to store, access, and collaborate on files and folders with your fellow students.

What is OneDrive?

OneDrive is Microsoft's cloud storage solution that lets you store, access, and share files, anywhere. With your Karlstad University account, you get **50 GB** of secure storage, enabling seamless collaboration for your academic needs.

Important notes:

- **File retention:** Your files are stored securely during your enrollment at Karlstad University. However, everything will be **deleted 18 months after your enrollment ends**. Students close to finishing their education are strongly advised to make copies of their academic work to avoid losing valuable files.
- **Restricted sharing:** Students can only share files and folders with other Karlstad University students. Sharing with external organizations, other universities, or individuals is not allowed, even with a shared link.
- **Storage:** To increase your OneDrive storage beyond the default 50 GB, contact the IT department with a detailed explanation of your academic needs.

Why is accurate sharing important?

Sharing responsibly enhances teamwork and streamlines group work, allowing students to collaborate effectively on academic projects. However, it is essential to:


- ✓ **Avoid sharing with the wrong person:** Imagine someone accidentally editing your project notes—chaos! Verify recipient details to prevent mistakes.
- ✓ **Comply with university policies:** Security and confidentiality matter. Sharing is restricted within the university for your safety.
- ✓ **Secure your academic work:** Keep sensitive documents out of prying hands.

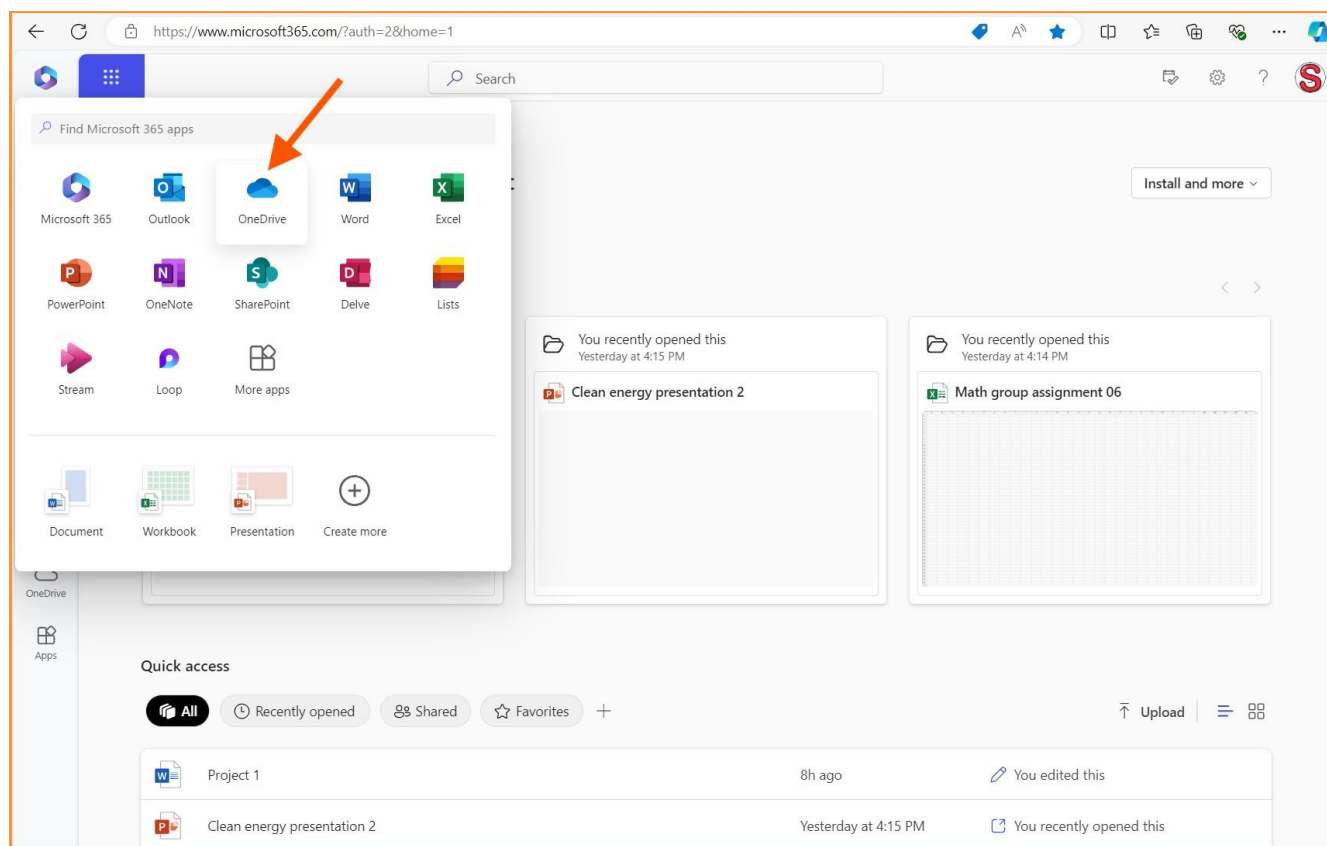
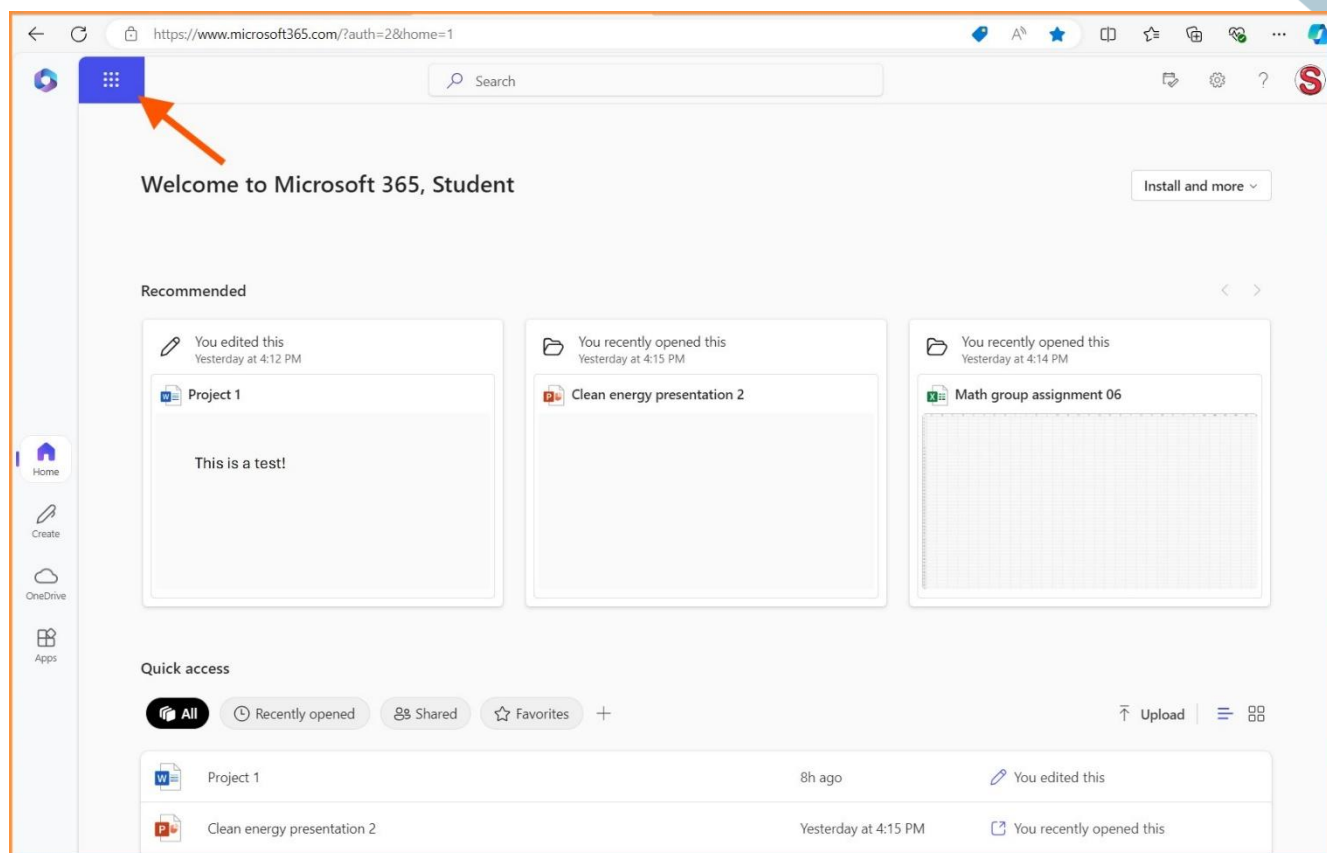
To avoid mistakes:

- Always share using the **KaulD** (the first part of the student email address) rather than searching by name. Many students share similar names, so using the KaulD avoids confusion.
- **Example:** for the student Mahmoud Alrifae, his KaulD is (**mahmalri103**), his email address is (mahmalri103@student.kau.se).

1. Sharing from OneDrive Online

1. Log in to OneDrive Online:

- Go to your Microsoft 365 home page (<https://www.microsoft365.com/>) and sign in using your KaulD credentials (your KaulD email and password).
- Open the OneDrive app:
 - Click on the **app launcher icon**  (nine dots) at the top-left corner.
 - Select **OneDrive** from the list of apps.
(See the screenshots below.)



2. Locate your file or folder that you want to share:

Browse your OneDrive, then select the file or folder you want to share.

3. Click the 'Share' button:

You can access sharing options in multiple ways:

- Click the 'Share' button in the toolbar.
- Alternatively, click the three dots (...) next to the file or folder name and select 'Share.'
- Or, use the 'Share' icon directly next to the file name in the list view.
(See the screenshot below.)

4. Enter the KaulD of the recipient:

Type the KaulD of the student you want to share with to ensure correct sharing (e.g., **mahmalri103**@student.kau.se). Avoid searching for names directly.

5. Set permissions:

The default sharing setting is **view only**, but you can adjust it as follows:

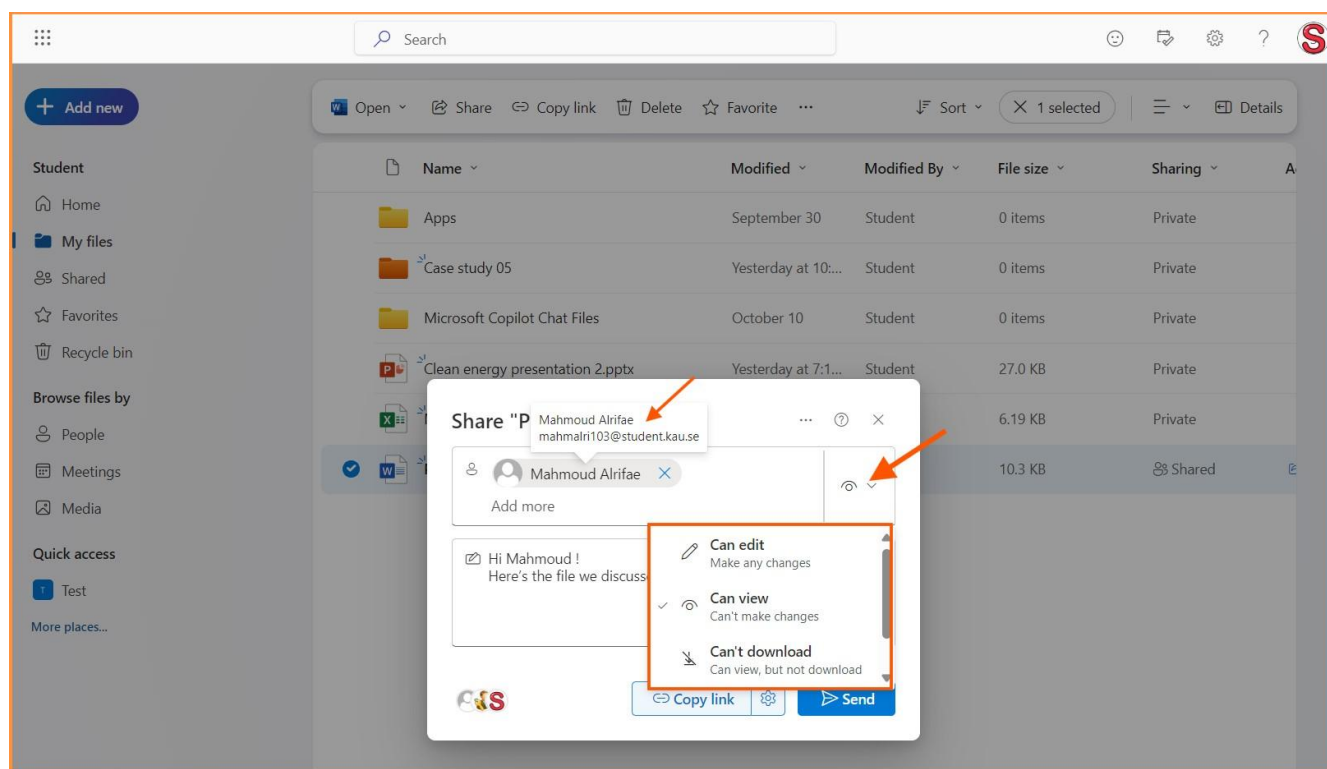
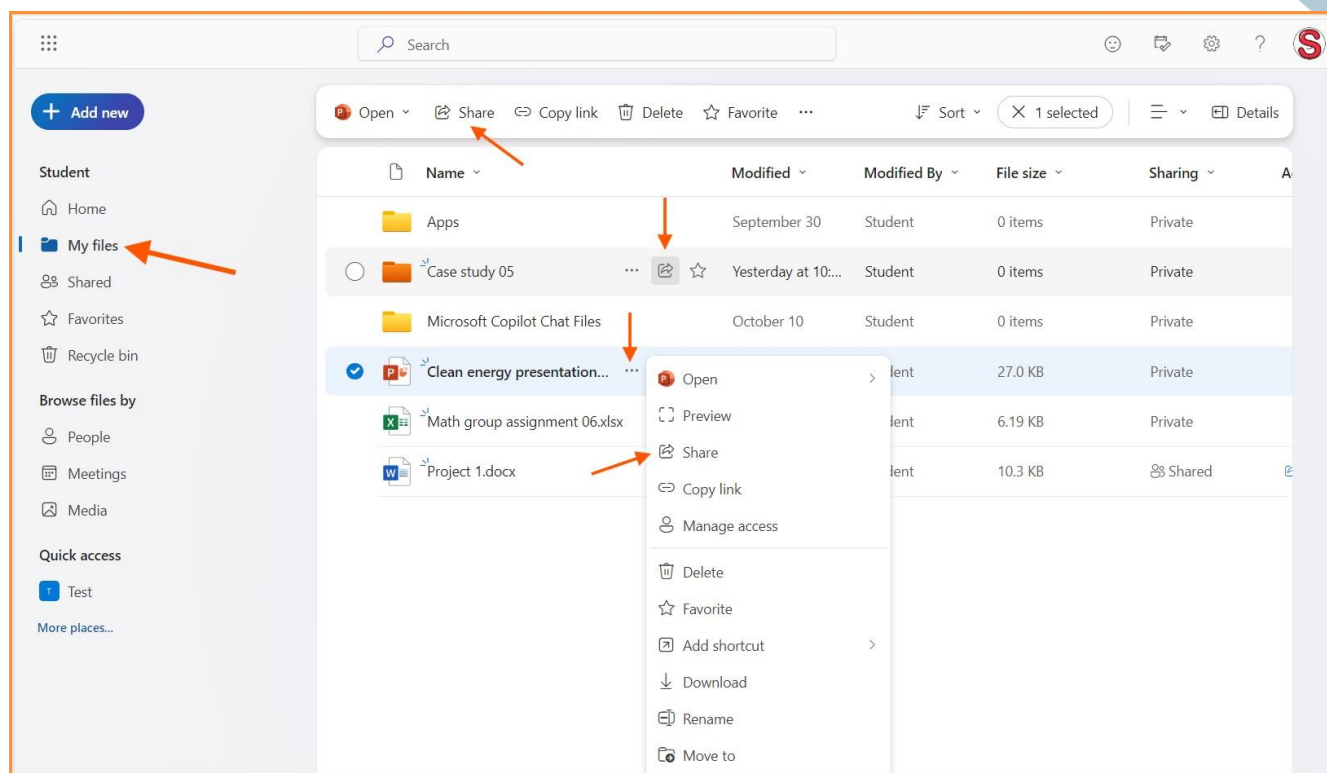
- **Can edit:** Allows the recipient to make any changes.
- **Can view:** The recipient cannot make changes.
- **Can't download:** The recipient can view but not download.
- **Can review:** Allows the recipient to suggest changes without directly editing the file (applies to files NOT to folders).
(See the screenshot below.)

6. Add a message (optional):

Include a note like: *"Hi! Here's the file we discussed."*

7. Click 'Send':

Click the **'Send'** button, and your file or folder is securely shared.



2. Sharing from Office Online apps

1. Open your file in Office Online:

Open the document, spreadsheet, or presentation in Word, Excel, or PowerPoint Online.

2. Click the 'Share' button:

Look for the '**Share**' button at the top-right corner.

3. Enter the KaulD of the recipient:

Type the KaulD of the student you want to share with to ensure your file is shared correctly (e.g., **mahmalri103**@student.kau.se). Avoid searching for names directly.

4. Set permissions:

The default sharing setting is **view only**, but you can adjust it as follows:

- **Can edit:** Allows the recipient to make any changes.
- **Can view:** The recipient cannot make changes.
- **Can't download:** The recipient can view but not download.
- **Can review:** Allows the recipient to suggest changes without directly editing the file.

(See the screenshot above.)

5. Add a message (optional):

Include a note like: *"Hi! Here's the file we discussed."*

6. Click 'Send':

Click the '**Send**' button, and your file is securely shared.

3. Sharing from Office apps (desktop)

1. Ensure your file is stored in OneDrive:

Before sharing, make sure the file is saved to your OneDrive account. Files stored only on your local device cannot be shared via OneDrive.

2. Open your file in the desktop app:

Open the desired file in the Word, Excel, or PowerPoint desktop application.

3. Access the share options:

Look for the **'Share'** button in the top-right corner.

Or, click File > Share > Share with people.

4. Enter the KaulD of the recipient:

Type the KaulD of the student you want to share with to ensure your file is shared correctly (e.g., **mahmalri103**@student.kau.se). Avoid searching for names directly.

5. Set permissions:

The default sharing setting is **view only**, but you can adjust it as follows:

- **Can edit:** Allows the recipient to make any changes.
- **Can view:** The recipient cannot make changes.
- **Can't download:** The recipient can view but not download.
- **Can review:** Allows the recipient to suggest changes without directly editing the file.

(See the screenshot above.)

6. Add a message (optional):

Include a note like: *"Hi! Here's the file we discussed."*

7. Click 'Send':

Click the **'Send'** button, and your file is securely shared.

Final Notes:

- **Double-check recipient information:** Ensure you're sharing with the correct KaulD before sending. Never enter names directly.
- **Secure your files:** Use '**View Only**' for sensitive information and remove permissions once the collaboration is no longer needed.

★ ★ ★