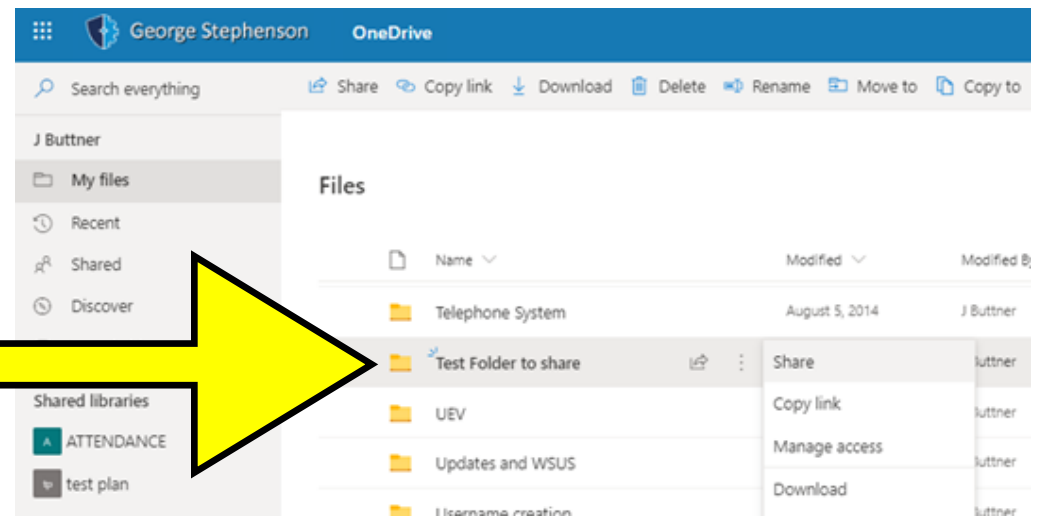


How to share documents from your OneDrive with specific people.

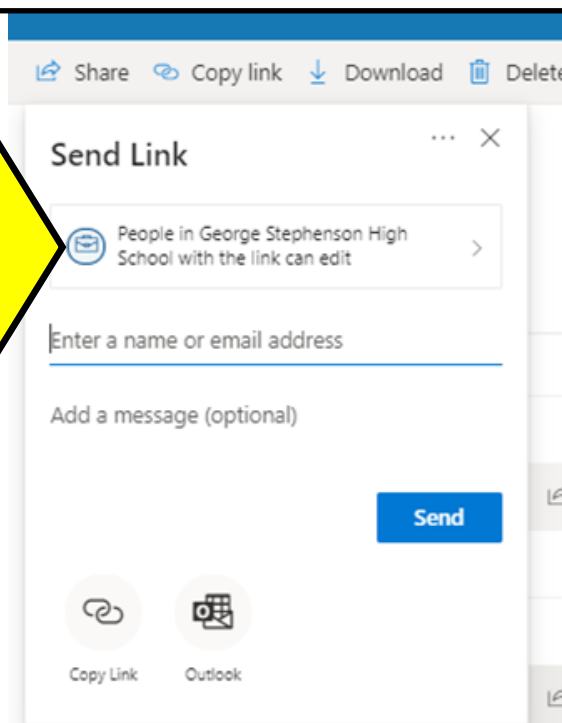
STEP 1

In your **OneDrive**, highlight the folder/file you want to share and select the **Share** option.



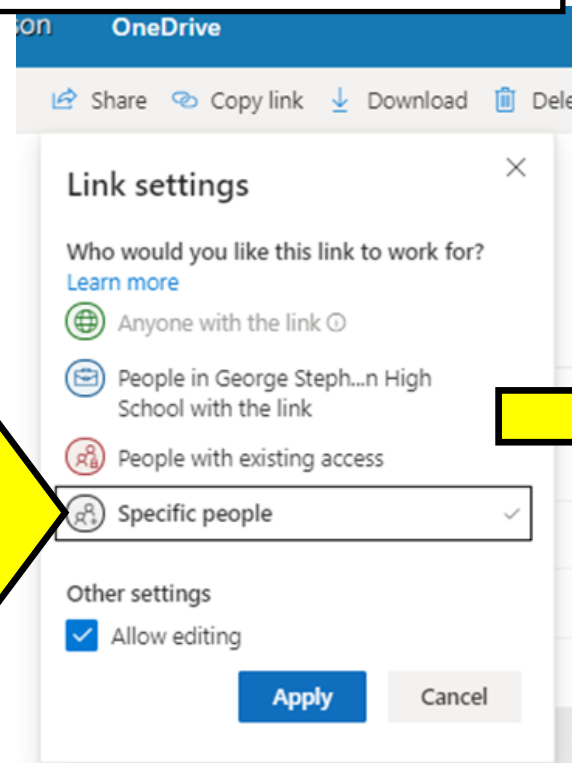
STEP 2

You will see the **Send Link** box as below. Click the option **People in George Stephenson High School with the link can edit** and change it to **Specific people**. **This is an important step to ensure that access is only given to certain people.**



STEP 3

When **Specific people** is selected press **Apply**. Please note, if you want these specific people to edit, tick the **Allow Editing** option otherwise just leave unticked.



STEP 4

Make sure **People you specify can view (or edit)** is shown as below, then type in the people you want to share with one by one. Type in a optional message then press **Send**.

