

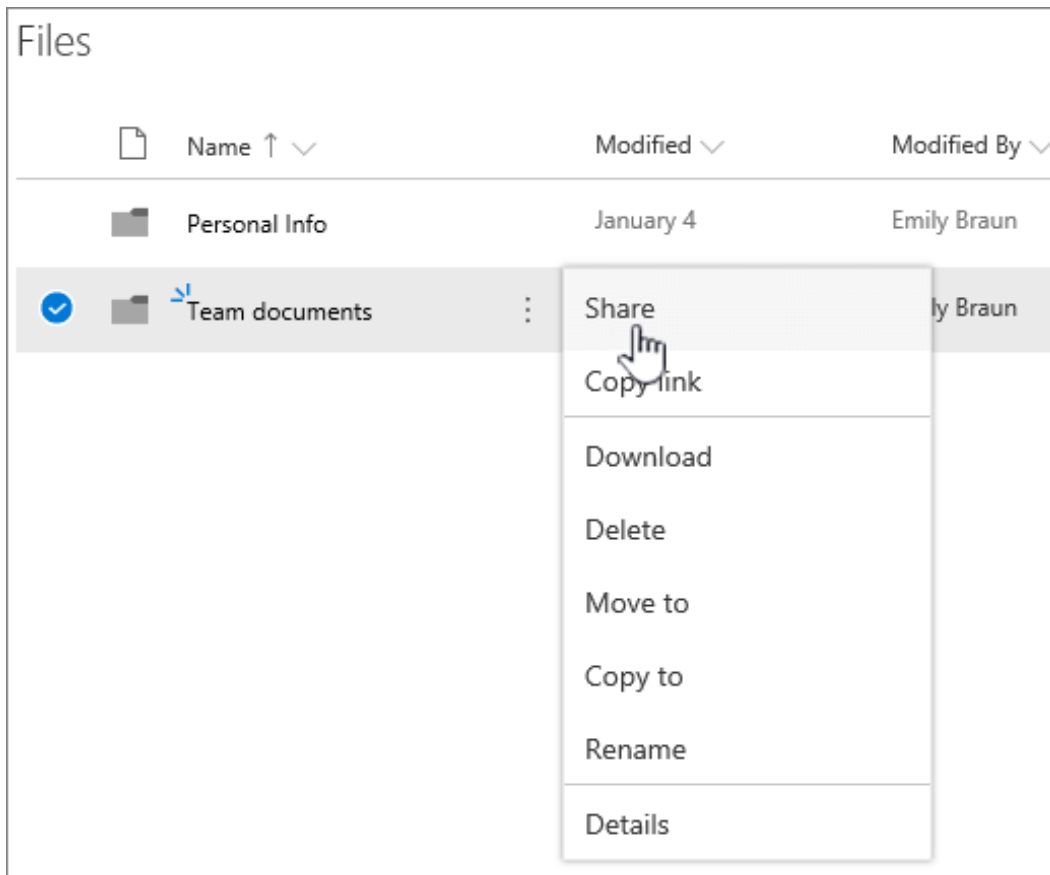
## How to share files and folders to others (OneDrive)

Each church member who has an Office 365 account gets OneDrive cloud storage. They can store church-related files here for access from any device, and they are only available to that user. For example, they might store a draft proposal, their meeting notes, or the script for a demo they're going to deliver.

Church members can also share OneDrive files and folders. If a church member is away or leaves the company, others can access shared files stored in OneDrive.

Here's how each person on your team can set up OneDrive and share files.

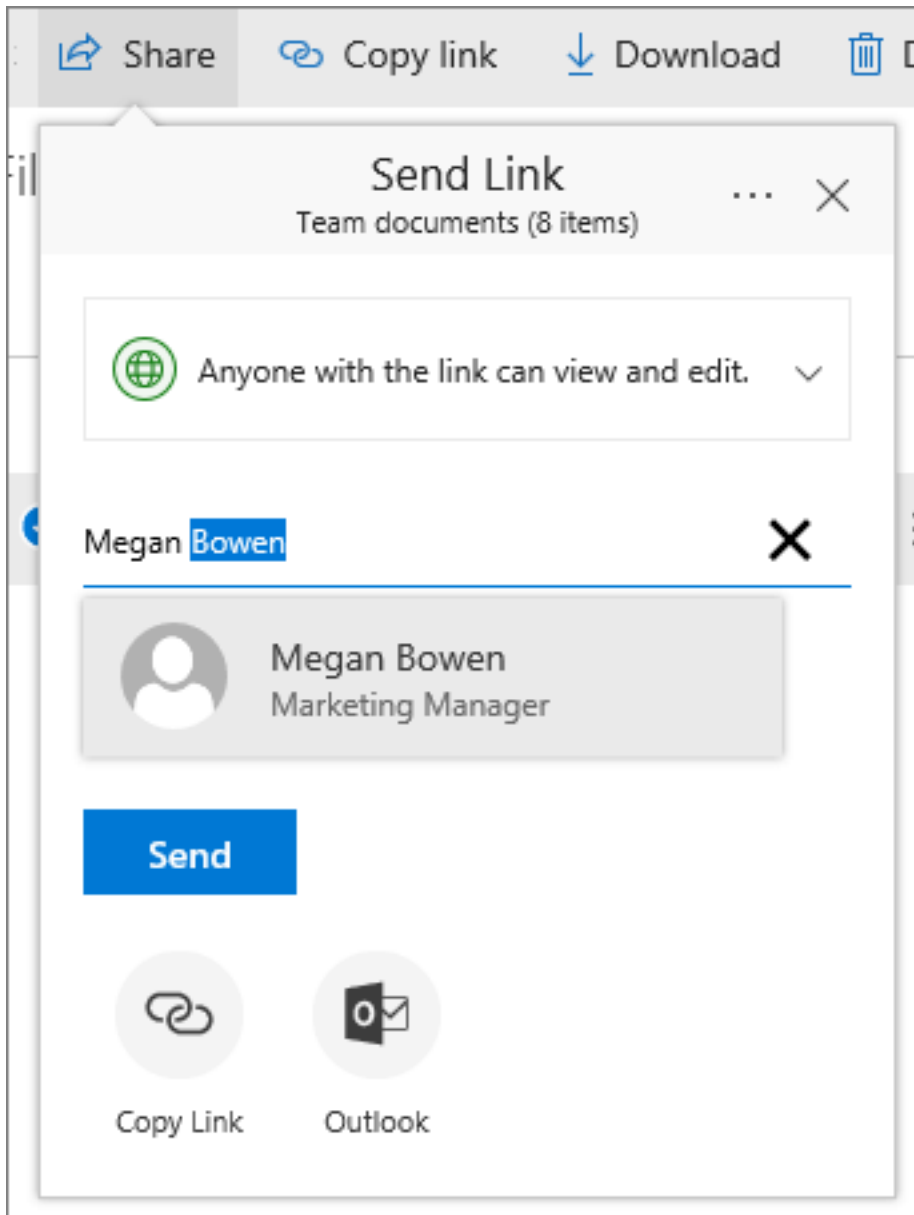
1. Go to the [office.com](https://office.com), and sign in with your user name and password.
2. From the App launcher, select **OneDrive**.
3. In OneDrive, team members can store their own business-related files. You can share either individual files, or a whole folder. Pick a file or folder, right-click, and then choose **Share**.



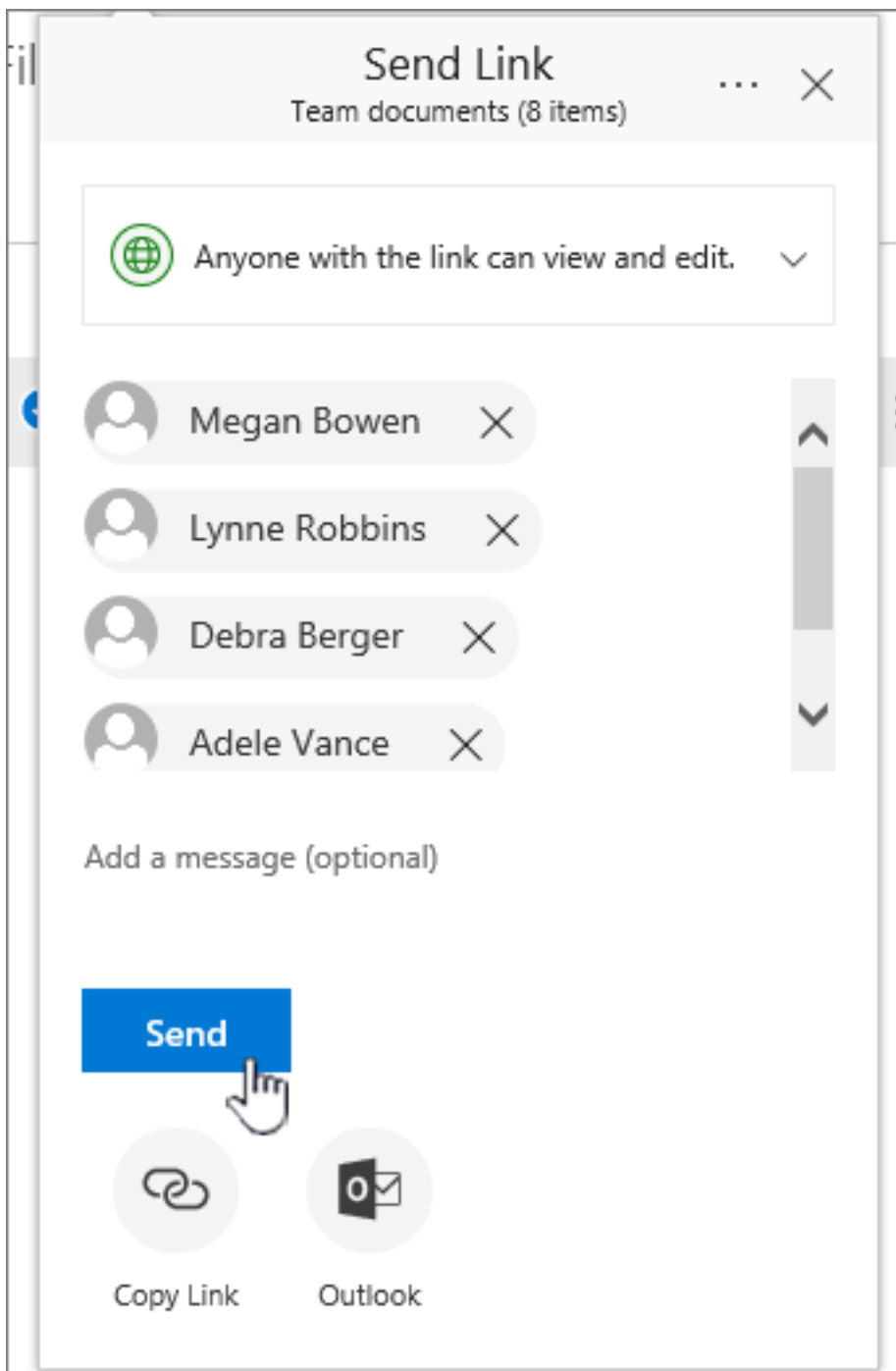
4. On the **Send Link** page, leave the default selection **Anyone with the link can view and edit**.

Type names or email addresses of team members who you want to have access to the folder, and add an optional message.

If you want your own copy of the email that will be sent, add your email address to the list.



5. When you're done entering who you want to share with, select **Send**. The email is immediately sent to the people you invite.



6. Here's what the email looks like.

