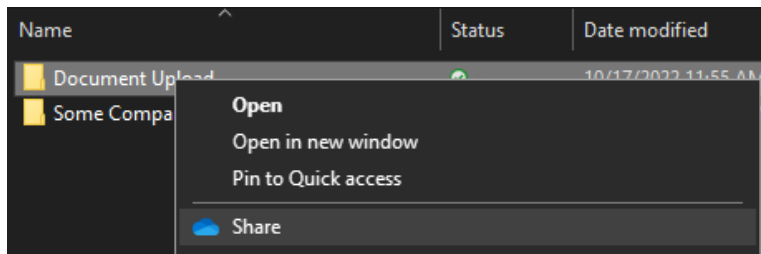
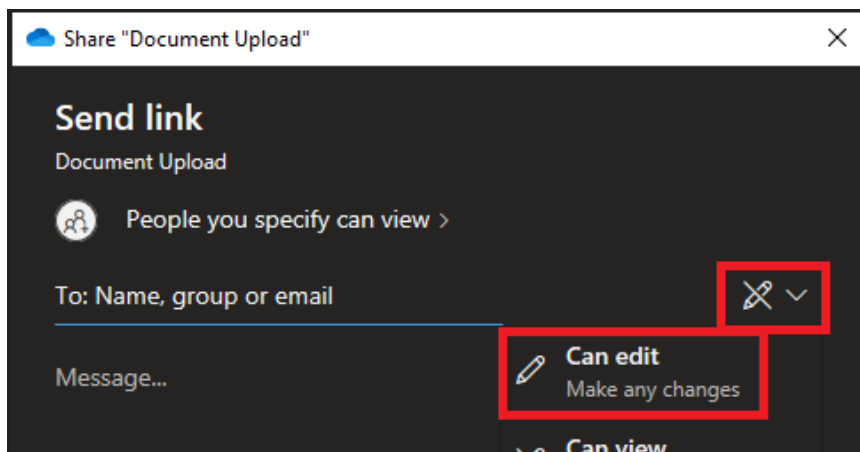


# Sharing OneDrive Folder for File Upload

**Right Click** the folder in File Explore that is within OneDrive and select **Share**

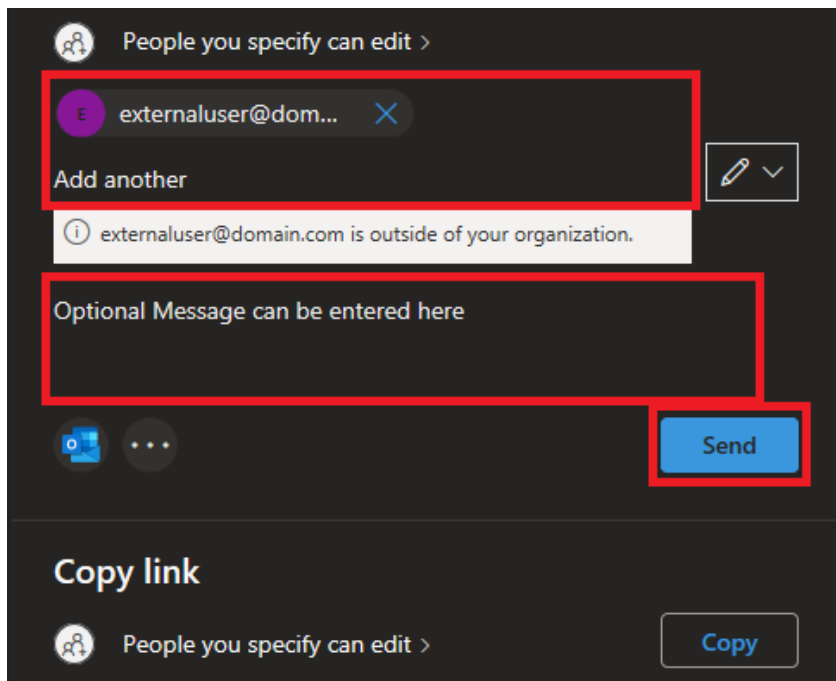


Click on the Pencil  and change to **Can edit**



Enter the recipients email address(es) and an optional message then click Send

*Note: Copy link also works but the guest instructions will be using the OneDrive message.*



More Information on how to [Share OneDrive files and folders \(microsoft.com\)](https://www.microsoft.com/onenote/onenote-tips-tricks/onenote-sharing)