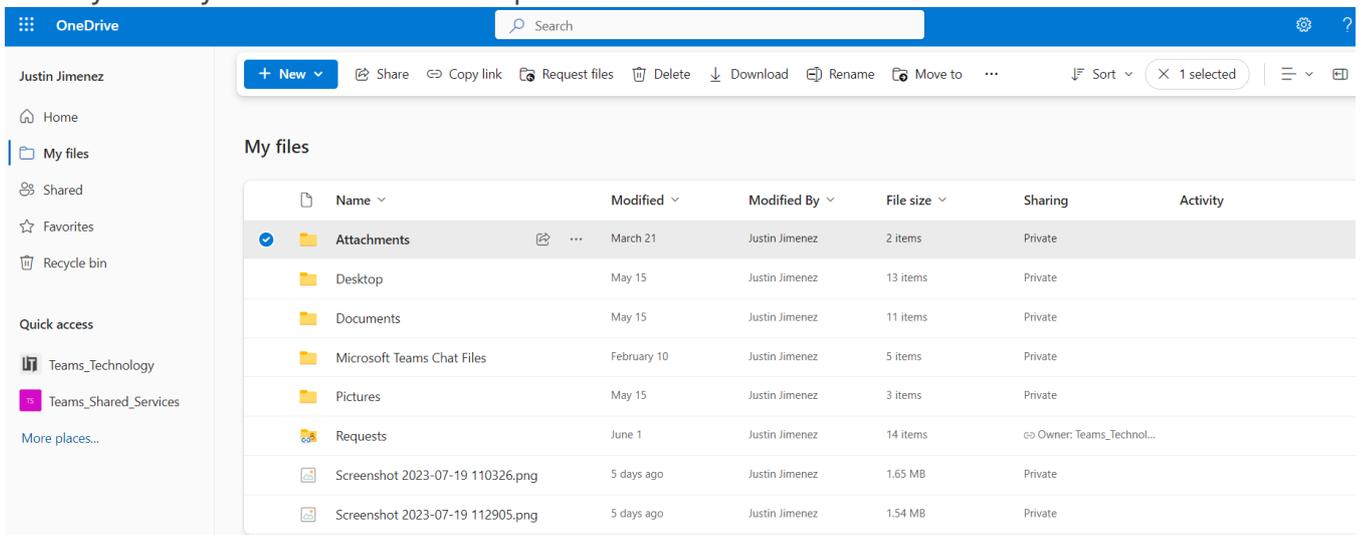


# Sharing Files and Folders - Web Portal

Once you have logged into the Web Portal (<https://office.com>) properly you can select which files you'd like to share or even grant others access to edit specific folders with you.

1. Enter your "My Files" tab from the option on the left hand side.



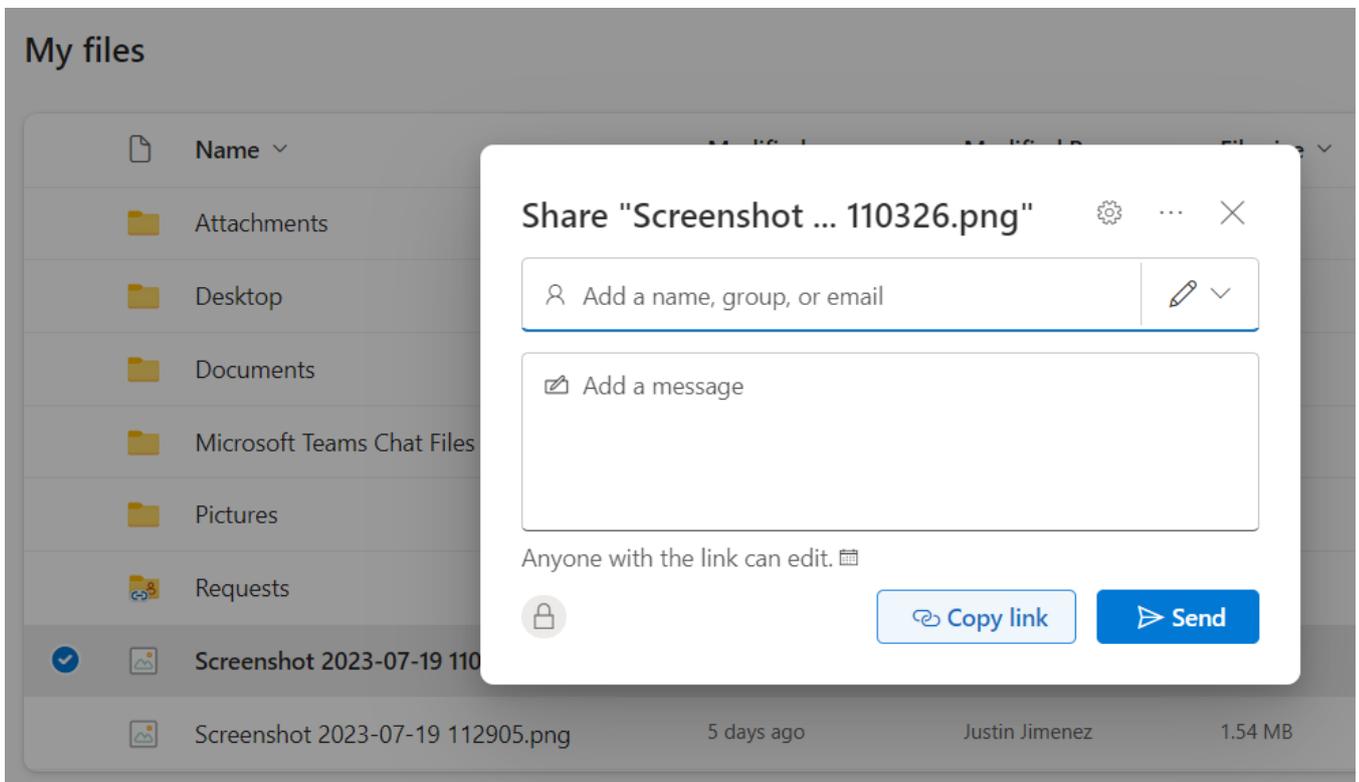
2. If you hover your cursor over these files you will see three dots appear next to the file/folder. If you select this you will have an options menu appear.

## My files

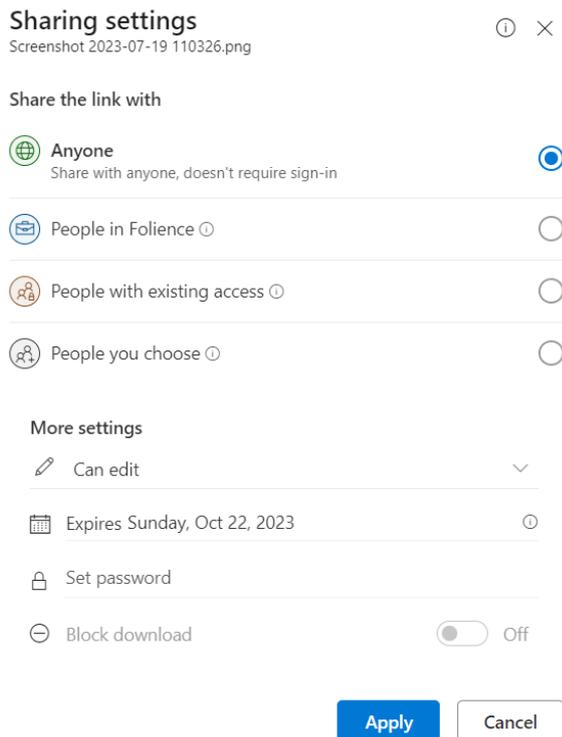
	Name ▾	Modified ▾	Modified B
	Attachments	March 21	Justin Jimene
	Desktop		stin Jimene
	Documents		stin Jimene
	Microsoft Teams Chat Files		stin Jimene
	Pictures		stin Jimene
	Requests		stin Jimene
	 Screenshot 2023-07-19 110326....  ...		stin Jimene
	Screenshot 2023-07-19 112905.png		stin Jimene

- Preview
- Share
- Copy link
- Manage access
- Delete
- Download
- Rename
- Move to
- Copy to
- Automate >
- Version history
- Details

3. If you select share you will have a window open giving you share options. You can list emails here or you may search for peoples names if they are already existing in your Outlook contacts list. You can also grab the specific link to this folder here by selecting copy link.



4. By selecting the gear in the top right hand side of this window you will be given further option on how the access to this file is handled.



5. You may also select the three dots in the top right if you'd prefer to open outlook instead and share access using outlook. Selecting this opens outlook and creates a copy of the file link in a blank email for you to send.

Share "Screenshot ... 110326.png"   

 Add a name, group, or email  Share in Outlook 

 Add a message

Anyone with the link can edit. 

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Revision #4

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