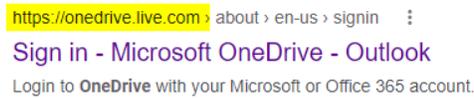


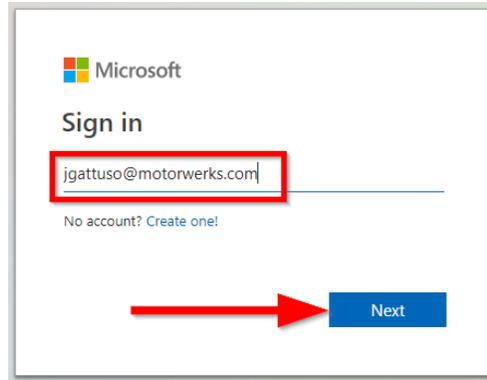
# One Drive Tutorial

## Login

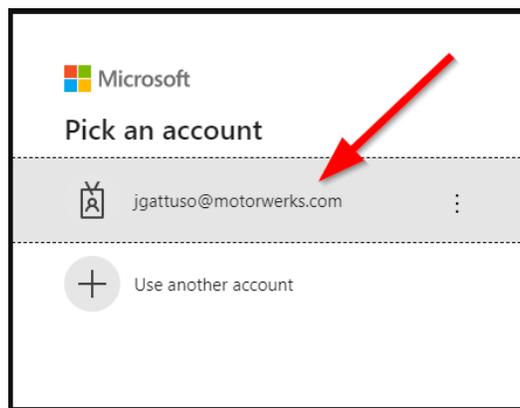
Lookup “one drive” in google and click on the link that looks like the one below. (It should be the first option). Or go to <https://onedrive.live.com/about/en-us/signin/>



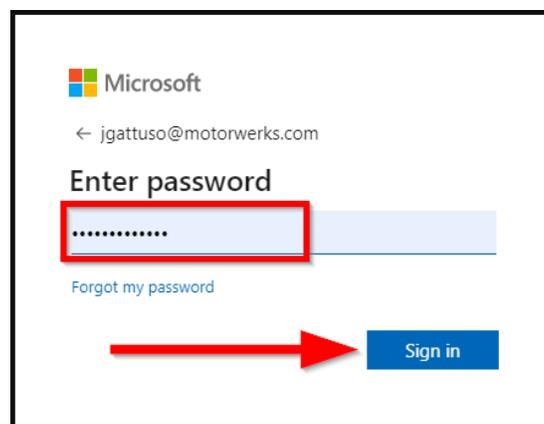
Enter your Motor Werks email in the space provided. Click **Next**.



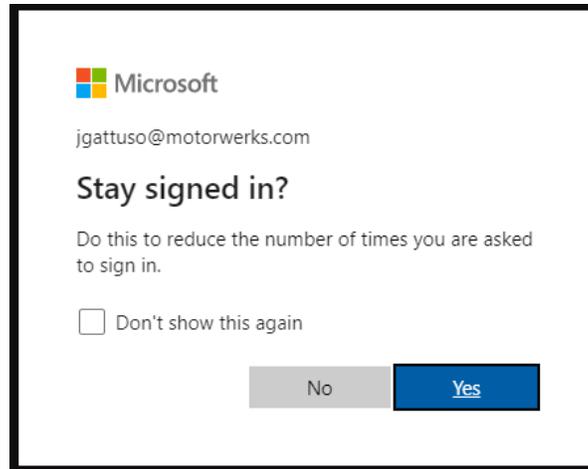
Click on your account.



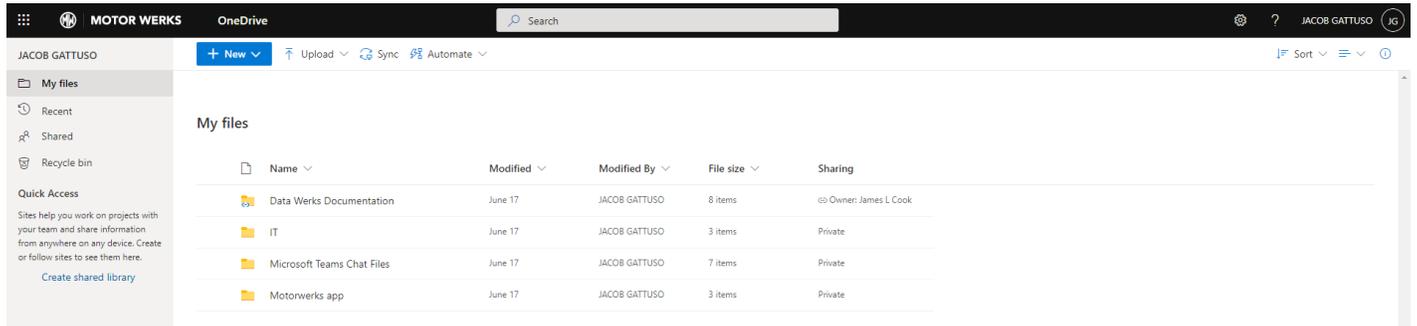
Enter in your Motor Werks password. (Should be the same password you use to login to your computer) Click **Sign in**.



Your first-time logging in you will be prompted asking if you would like to stay sign. This is your personal preference, but we recommend checking the box and clicking **Yes**.



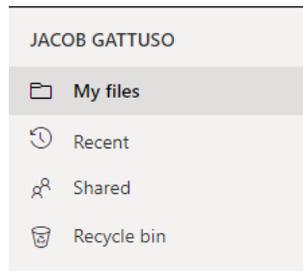
Once you are logged in, your screen should look like mine, and you should see your name and account info in the two spaces marked below.



## Sharing a File – One Drive

This method shows you how to share files and manage roles through the One Drive website. This method of sharing can be used with a file or folder.

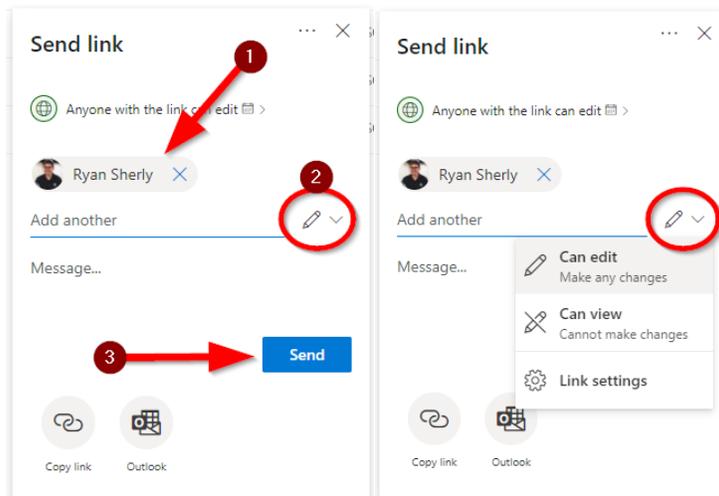
Login to One Drive through their website: <https://onedrive.live.com/about/en-us/signin/> and go to the **My files** tab.



Hover over a file or folder you would like to share. Press the button that looks like the one below.

	Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing
	Data Werks Documentation	June 17	JACOB GATTUSO	8 items	Owner: James L Cook
	IT	June 17	JACOB GATTUSO	3 items	Private
	Microsoft Teams Chat Files	June 17	JACOB GATTUSO	7 items	Private
	Motorwerks app	June 17	JACOB GATTUSO	2 items	Private
	meeting_notes_0618.docx	June 18	JACOB GATTUSO	86.9 KB	Shared

A screen will pop up asking you to send the link to a name, group, or email. Enter in the name/email of the person you would like to share the file with. Choose their access privileges by clicking on the pencil and selecting one of the options. These options allow someone to view or edit. Click **Send**.



The file or folder you shared should now show "Shared" like below. You have successfully shared a file/folder.



The recipient should receive an email like the one below which shows they have been invited to a shared file/folder included with a link that will bring them directly to the shared file/folder.

The image shows a screenshot of an email client interface. On the left is a sidebar with a navigation pane containing 'All' and 'Unread' tabs, a 'By Date' sorting option, and a link to 'Recover items recently removed from this folder'. The main email content area displays a message from JACOB GATTUSO to Ryan Sherly, dated Tue 6/29/2021 10:01 AM. The subject is 'JACOB GATTUSO shared the folder "IT" with you.' The email body features a large blue double-arrow icon, followed by the heading 'JACOB GATTUSO shared a folder with you'. Below this, it says 'Here's the folder that JACOB GATTUSO shared with you.' and shows a yellow folder icon labeled 'IT'. A globe icon indicates 'This link will work for anyone.' and a blue 'Open' button is provided. The footer includes the Microsoft logo and a 'Privacy Statement' link.

All Unread By Date ▾ ↑

[Recover items recently removed from this folder](#)

**JACOB GATTUSO**  
JACOB GATTUSO shared th... 10:01 AM

JACOB GATTUSO shared a folder with you Here's the folder that JACOB GATTUSO

JACOB GATTUSO shared the folder "IT" with you.

JG JACOB GATTUSO  
To Ryan Sherly

Tue 6/29/2021 10:01 AM

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)



**JACOB GATTUSO shared a folder with you**

Here's the folder that JACOB GATTUSO shared with you.



 This link will work for anyone.

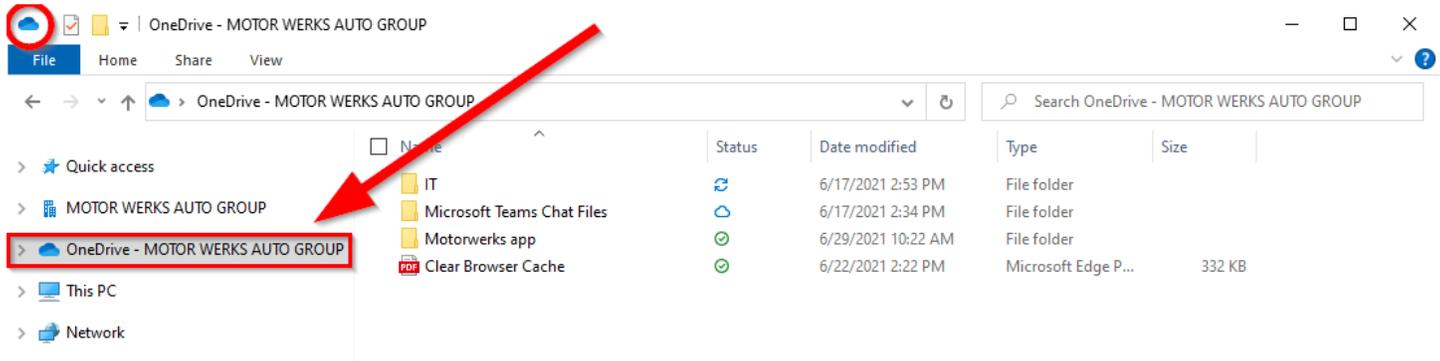
[Open](#)

 Microsoft [Privacy Statement](#)

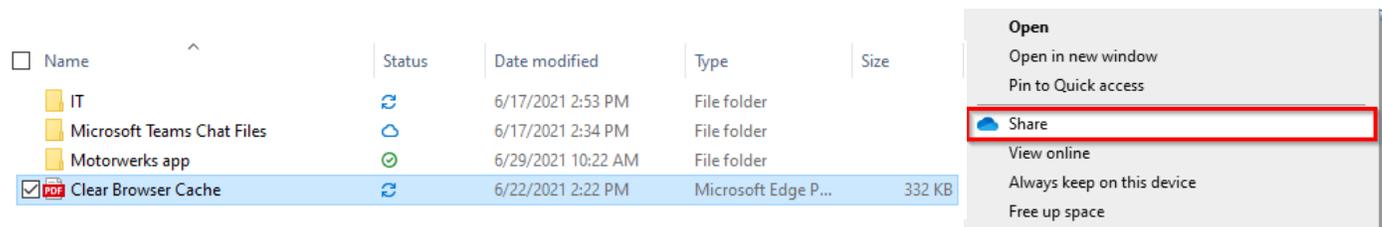
## Sharing a File / Changing Permissions – File Explorer

This method shows you how to share files and manage roles through File Explorer. This method of sharing can be used with a file or folder.

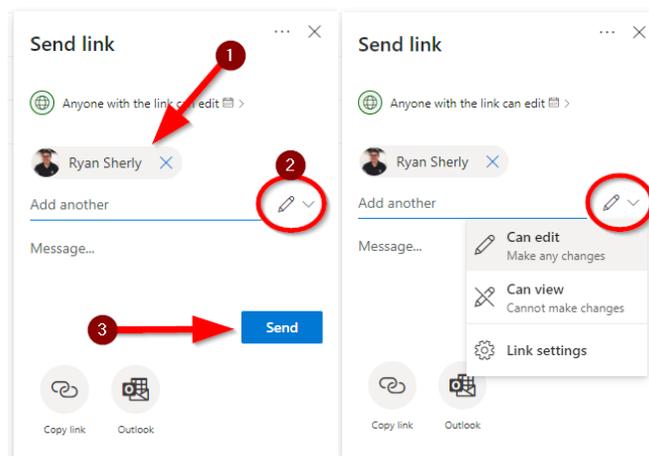
Open File Explorer, then navigate to your OneDrive directory.



Click on the file or folder you want to share, then right click it. Click on **Share**.



A screen will pop up asking you to send the link to a name, group, or email. Enter in the name/email of the person you would like to share the file with. Choose their access privileges by clicking on the pencil and selecting one of the options. These options allow someone to view or edit. Click **Send**.



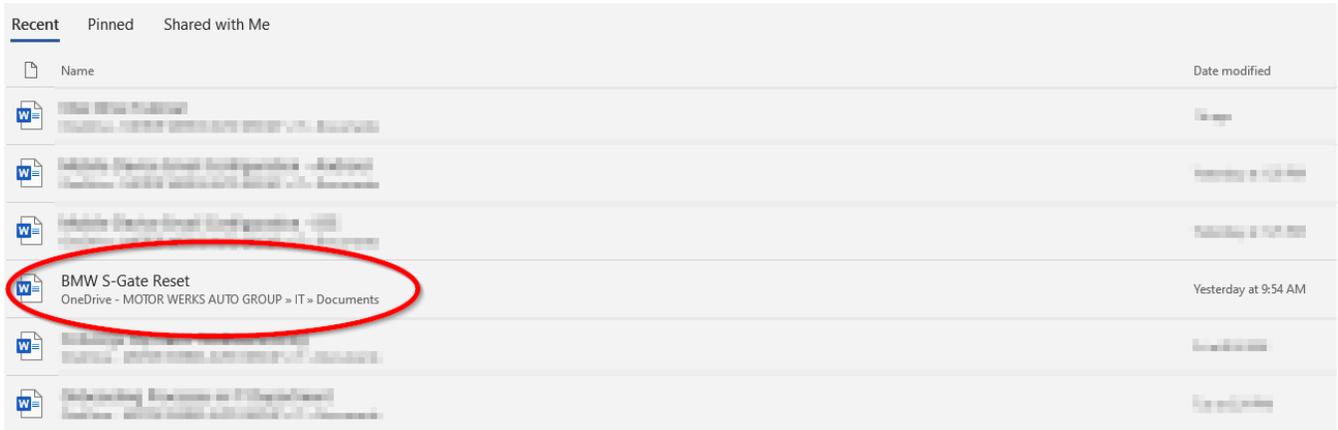
The file or folder you shared should now show a status with the outline of a person like below. Another email invitation will be sent that looks like the one from the example above. You have successfully shared a file/folder.



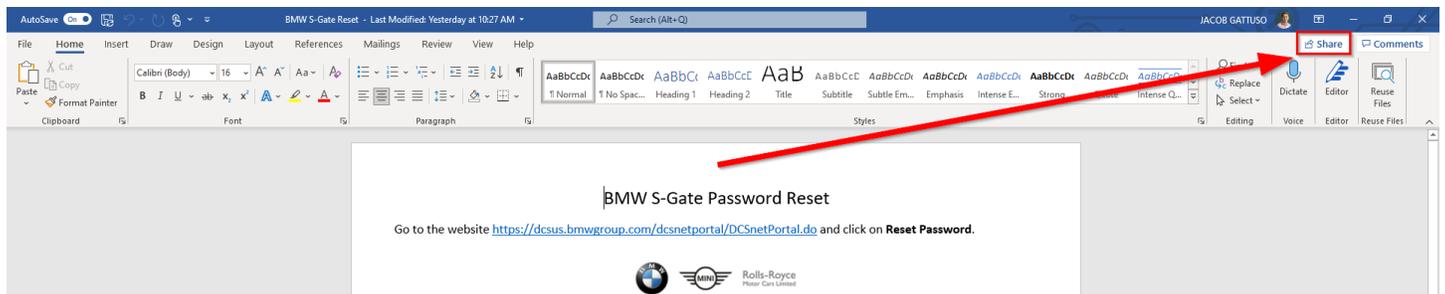
## Sharing a File / Changing Permissions – Application

This method shows you how to share files and manage roles through a Microsoft 365 Application. In this example, we will be sharing a document through Microsoft Word.

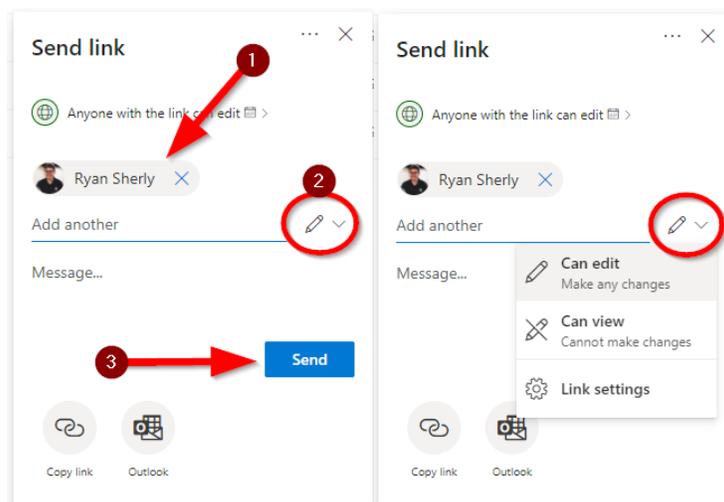
Open Microsoft Word and open or create a document that you would like to share. If you are creating a new document, make sure to share it to your OneDrive before moving on to the next step.



Click on the **Share** button in the top right corner.



A screen will pop up asking you to send the link to a name, group, or email. Enter in the name/email of the person you would like to share the file with. Choose their access privileges by clicking on the pencil and selecting one of the options. These options allow someone to view or edit. Click **Send**.



Another email invitation will be sent that looks like the one from the example above. You have successfully shared a file/folder.