How to: Share a file with OneDrive

Important: Your myBVC OneDrive will expire when you are no longer enrolled at Bow Valley College. If you have important personal documents, photos or files, you should save those to a personal OneDrive.

1. You can access your OneDrive online at: <u>OneDrive.com</u>. You will need to sign in with your myBVC email and password to access your OneDrive.

You can also sync your OneDrive to your computer – you will always have access to your files, even when you're not connected to the internet.

2. To share a file, you can:

- a) Open the document and select the "Share" button found on the top toolbar. Click once on the "Share..." option in the drop down menu
- b) Find your document in your file manager and right click to select it. Then click once on Share



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3. A pop-up will appear on screen. Do not type anything in the boxes. Instead, click on the "Gear" button on the bottom right of the pop-up box.

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4. In the "Link Settings" window, change these options:

- Choose the dot beside: "People in Bow Valley College"
- Change the option from "Can View" to: "Can Edit"
- Choose an expiration date or leave this box blank

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5. Click on the blue "Apply" button.

6. On the next screen, click on the "Copy Link" button to create a link to your file. Paste this link into an email, Teams message, or D2L post to share the file with your instructor or classmates.



