

How to: Share a file with OneDrive

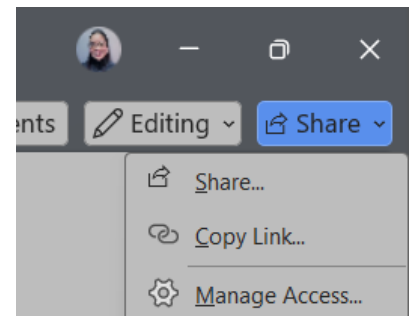
Important: Your myBVC OneDrive will expire when you are no longer enrolled at Bow Valley College. If you have important personal documents, photos or files, you should **save those to a personal OneDrive**.

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

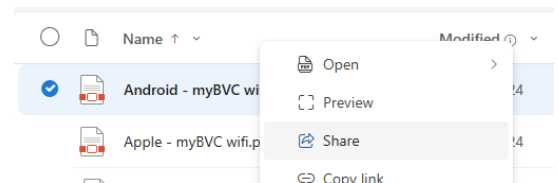
You can also sync your OneDrive to your computer – you will always have access to your files, even when you're not connected to the internet.

2. To share a file, you can:

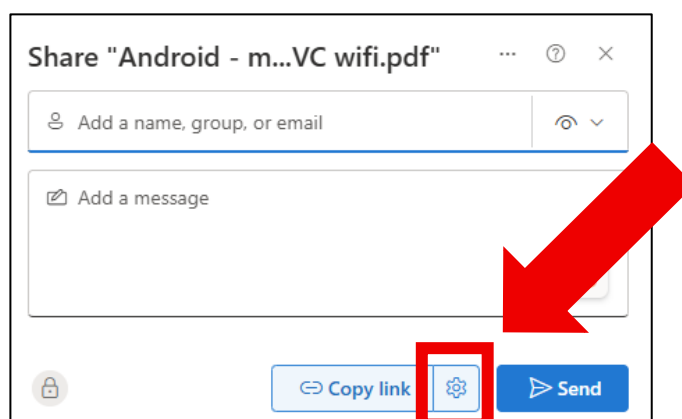
- a) Open the document and select the “Share” button found on the top toolbar. Click once on the “Share...” option in the drop down menu



- b) Find your document in your file manager and right click to select it. Then click once on Share

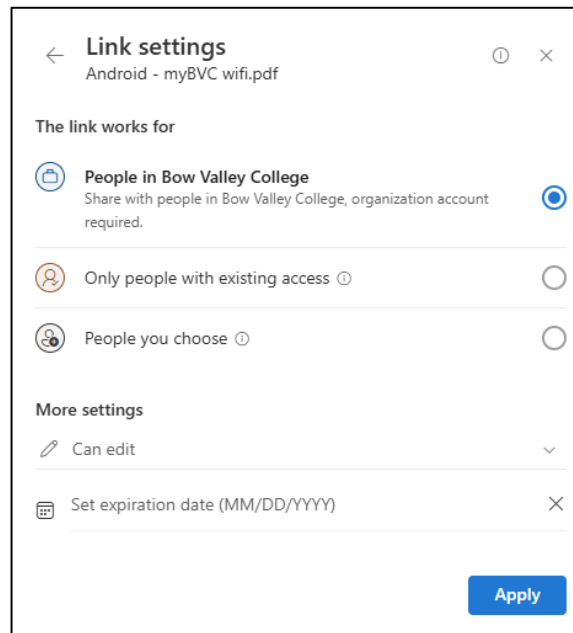


3. A pop-up will appear on screen. Do not type anything in the boxes. Instead, click on the “Gear” button on the bottom right of the pop-up box.



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



Change these options

Then choose Apply

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.

