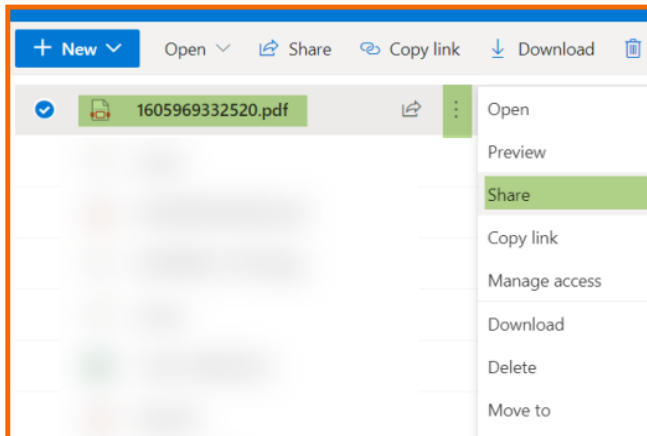


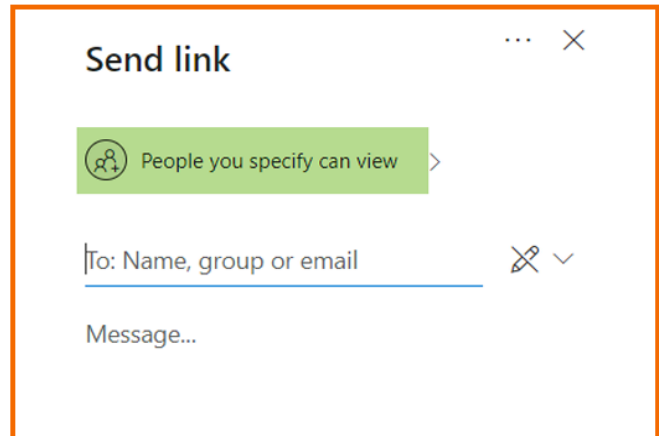
# Sharing Secure Links

## Using OneDrive in Office 365



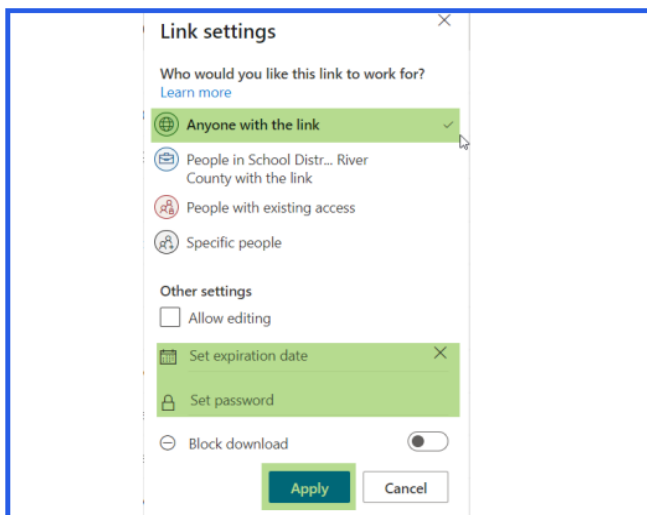
1

In OneDrive, hover over the file you wish to share, click on the 3 dots, and click Share



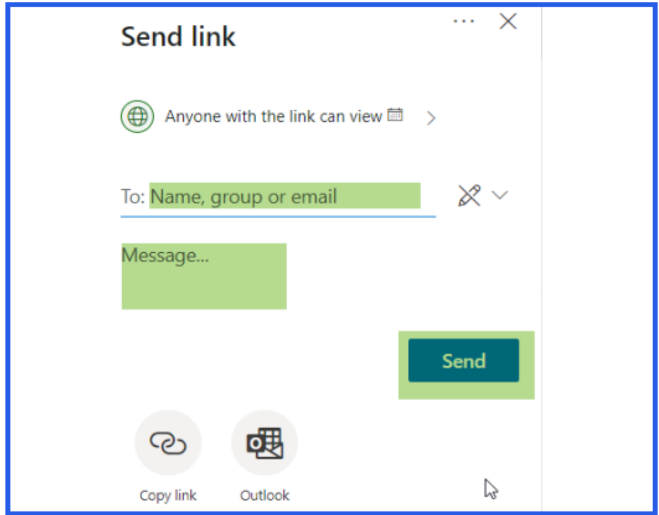
2

Click the "People you specify can view" to reveal more options



3

-Click "Anyone with the link"  
-Set an expiration date (link does not work after that date)  
-Set a password (user needs password to access file)  
Click "Apply"



4

-Enter the email address for the user(s)  
-Type the body of your email message to the user  
-Click "Send"

