OneDrive for Collaboration

Summary

OneDrive for Business is the Microsoft cloud storage service that comes with Office 365 or SharePoint Server. With OneDrive, you can securely store all your files in one place, share them with others, and get to them from anywhere. Find below the instructions to share and give collaborators the option to sync the folder to their local computer.

Step-by-step guide

In order to share and give the collaborators the option to sync the folder to their local computer, please take the following steps:

1. Select the folder, then click Sharing on the Details window on the right.

2. After selecting the sharing option, click to “Grant Permissions” to users.
3. Type the recipient's name in the top box and click “SHOW OPTIONS”

4. Select “Full Control” from the permission level drop-down menu, then click “Share”

5. Once the above steps are complete, the recipient will have the option of whether to sync the data to their computer or not.
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