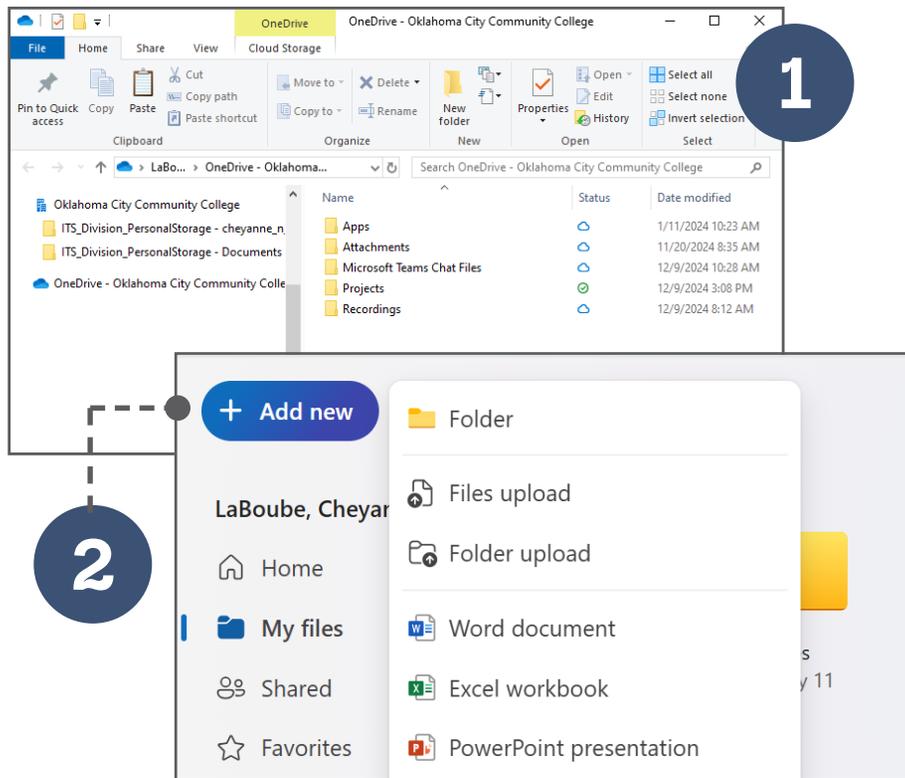# Upload Files to OneDrive

1. Drag and drop the file into your OneDrive folder on your desktop. This makes it available online and through all of your connected devices under the "My Files" tab.
2. Alternatively, in the OneDrive web browser, select the "Add New" button under "My Files". Then, select the appropriate option from the drop-down menu.


Any files you delete from your OneDrive will be deleted from your devices! Just like uploaded files are reflected, deleted files are reflected in the same way.

Sharing Files

The files on your OneDrive are private until you share them. Note when you share folders with "Edit" permissions, people you share with can add the shared folders to their own OneDrive. Any updates they make sync with the shared folder, so everyone with access to the folder is up to date.

To share files:
- Pick the files or folders you want to share by selecting the circle icon.
- Select the "Share" icon at the top of the page.
- Select "Copy Link" to copy the link.

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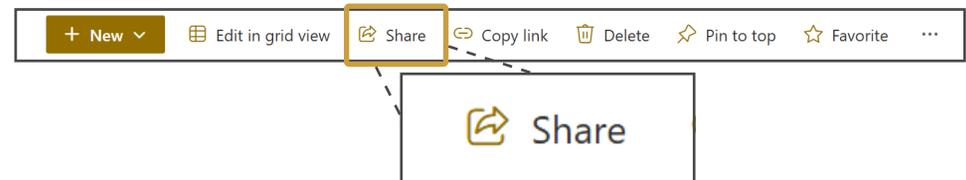
Sharing Permissions

To change the link permissions, select the gear icon.

- **Anyone** - Gives access to anyone who receives the link, whether they receive it directly from you or it's forwarded from someone else. Includes people outside of OCCC.
- **People in OCCC** – Gives anyone in OCCC who has the link access to the file.
- **People with existing access** – Can be used by people who already have access to the document or folder. This doesn't change any permissions.
- **Specific people** - Gives access to only the people you specify.

For the "**Anyone**" option - there are two additional fields that show up under the "More Settings" section - the "expiration date" and "password" fields.

Whenever sharing a file using the "Anyone" option, an expiration date and password should be set to add additional security. Note that the maximum link duration is set for one calendar year.

- Select "Apply", then select the "Send" button.
- You can also manually send the link to the recipient by selecting the "Copy link" button.

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