Share Files

- **Share a File:** Click the file's **Open Menu button**, then click **Share**. Enter the names or email addresses of the people you'd like to share with, add a message, then select a permissions level. When you're done, click **Share**.

- **Check Out a File:** Select the file, click the **Files tab**, then click the **Check Out button**. Open and edit it the file, then click **Save**.

- **Check In a File:** Select the file, click the **Files tab**, then click the **Check In button**. Complete the form, then click **OK**.

- **Discard a Check Out:** If you don't want to keep changes you made to a checked out document, select the file, then click **Discard Check Out**, and click **OK**.

- **Open the Shared with Everyone Folder:** Navigate to the Documents library, then click the **Shared with Everyone folder**. Everything in this folder will automatically be shared with everyone in your organization.

- **Share a Folder:** Click the folder's **Open Menu button**, then click **Share**. Enter the names or email addresses of the people you'd like to share with, add a personal message, then select a permissions level. When you're done, click **Share**.

- **See Who File is Shared With:** Select the file, click the **Files tab**, and then click the **Shared With button**.

- **Email a Link:** Select the file, click the **Library tab**, then click **E-mail a Link**. An Outlook email is automatically created. Add an address, message, and subject, then click **Send**.

- **Co-Author a File:** Open the file at the same time as another person. Click the **Authors button** to see who else is currently in the file. Click **Save** to refresh and see any updates.

- **Follow a File:** Select the file, click the **Open Menu button**, then click **Follow**. Or, click the **Follow button** on the Files tab. Now updates for this item will appear in your Newsfeed.

- **Create an Alert:** Select the file, click the **Files tab**, then click **Alert Me**. Select **Set alert on this document**, enter the alert details, then click **OK**.

- **Manage Alerts:** From the **Files tab**, click **Alert Me**, and select **Manage My Alerts**. To delete an alert, check its checkbox and click **Delete Selected Alerts**.

- **Create a Group:** Click **Create Group**. The Outlook Web App will open. Add a group name and description. Click **Create**. Add members, and then click the **Add button**.

- **View Group Files:** Click the group name under the Groups heading in the Navigation pane.

- **Access OneDrive for Business Settings:** Click the **Library tab**, then click **Library Settings**.