

# Store and share documents

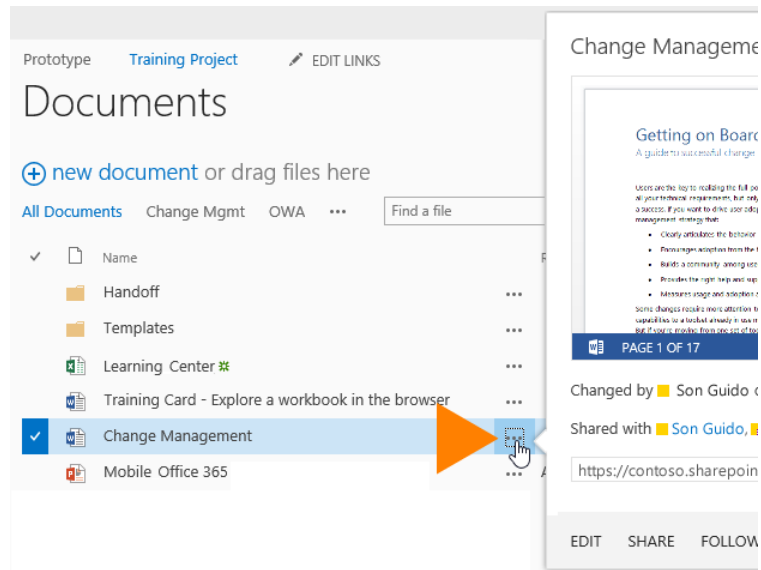


## Quick Start Guide

### Share a document

1. Click the ellipses (...) next to the document to open the document's callout and then click **Share**.

2. In the Share window, enter the name of each person you want to invite to share the document. As you type each name, SharePoint searches the address book for matches and lists options. When you see the name you want, click it to add it to the invitation list.



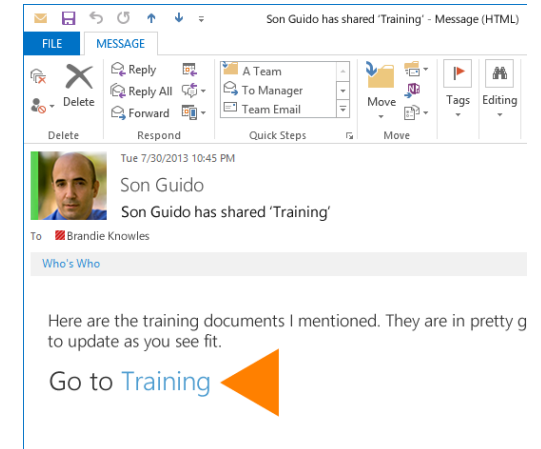
3. Select the permission you want to grant invitees from the drop-down menu. You can change the permission for any person later.
4. If you want, type a message to be sent to all invitees in an email. The email includes a link to the shared document.
5. If you do not want to send an email, click **Show Options**, and then uncheck **Send an email invitation**.

### Edit documents that are shared with you

1. Click the document link in the email you received informing you that a co-worker has shared a document with you.
2. If you have edit permission, check out the document if that's required—and then edit the document in Word, PowerPoint, or another Office program.

If you don't have edit permission, you won't be able to edit it. Instead, you can review and save any edits separately.

3. Click **File > Save** to save your changes.



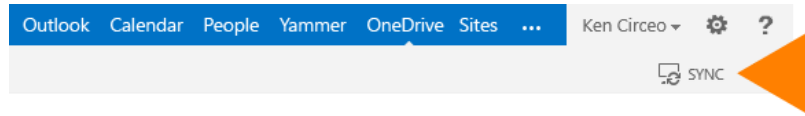
### Review a document that someone has shared with you

1. Click the document link in the email you received informing you that a co-worker has shared a document with you.
2. Review or edit the read-only document and save any work in a separate file.
3. Send a link to the file in an email message to the document owner and any other coauthors.

If you're granted edit permissions, you can edit the document. If you don't have edit permissions, save your notes and edits to a separate file, and send a link to the document to the document owner and any others who are collaborating with you.

## Sync a library to your computer

1. Go to your OneDrive and then click the **SYNC** button. This opens the Sync Library wizard, and automatically recognizes the name and web address of your OneDrive library.

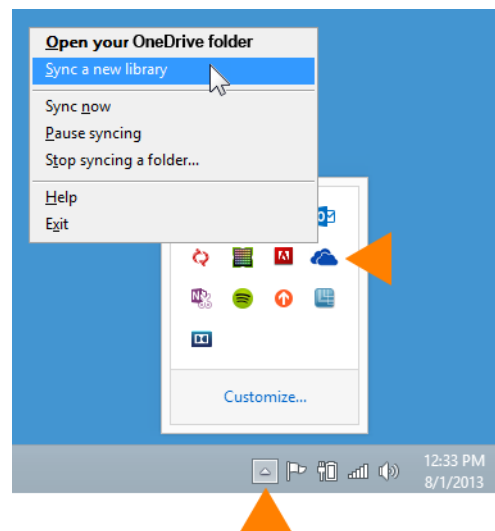
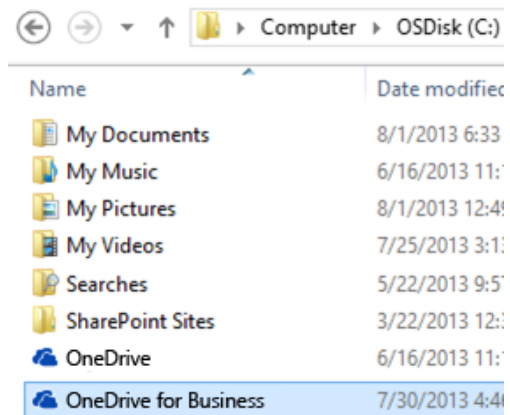


2. Click **Sync Now** to start syncing your OneDrive. Click **Show my files** in the dialog box to open your synced OneDrive folder in Windows Explorer. It's listed in your Favorites in a folder named OneDrive for Business.

You can also start the Sync Library wizard from the OneDrive for Business menu in your Windows notification area.

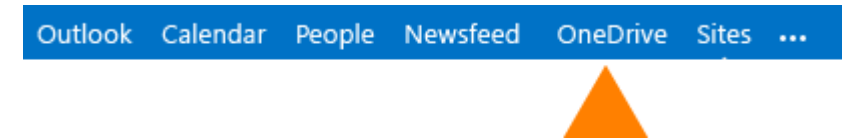
If you have yet to sync any SharePoint libraries to your computer, the Sync Library wizard automatically prompts you to sync your OneDrive, and references the Web address of your OneDrive. If you want to sync a different library, you can click Sync a different library instead and then enter the Web address of the SharePoint library you want to sync.

If you've already synced your OneDrive, the Sync Library wizard prompts you to specify the address of the library you want to sync.



## See the edit history of a document in OneDrive for Business

1. Click OneDrive in the header at the top of any SharePoint site in your organization.

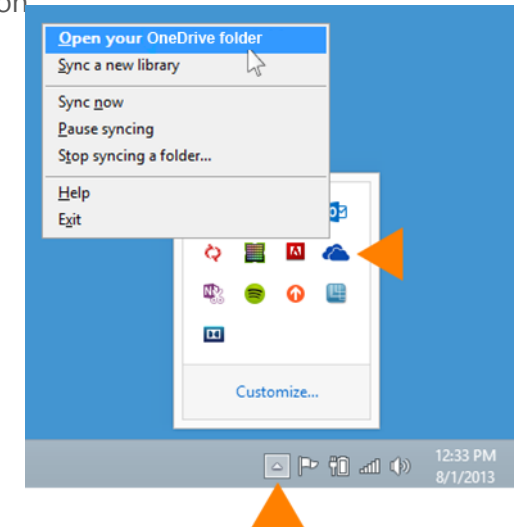


2. Click the ellipsis (...) to the right of the document. The callout window displays the name of the person who last changed the document and the date of the change.

## Find libraries you've synced on your computer

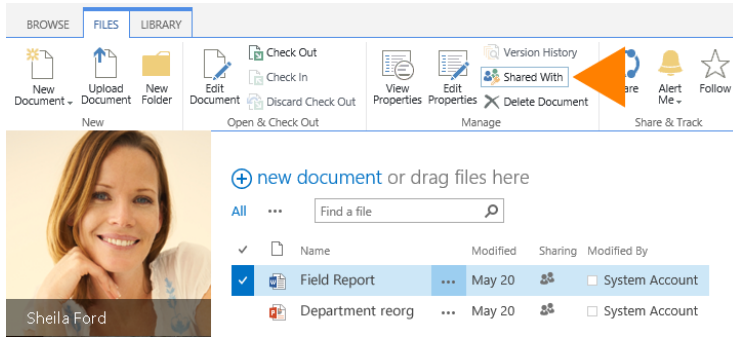
If you sync your OneDrive to your computer, you can always find it quickly as follows:

1. Click the OneDrive for Business taskbar icon
2. Click **Open your OneDrive** folder.



## See who you're sharing a document with

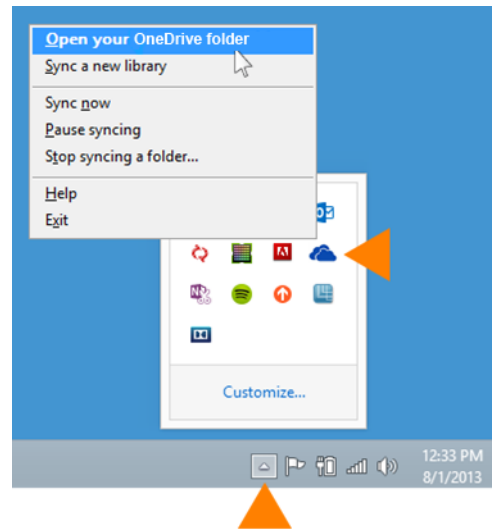
1. Select a document and click **Files > Shared With**.
2. The Shared With window lists all the people currently sharing this document and their permission status.
3. The Shared With dialog box lists who's sharing a document.



## Change permissions of people you've shared a document with

If you sync your OneDrive to your computer, you can always find it quickly as follows:

1. Click the OneDrive for Business taskbar icon.
2. Click **Open your OneDrive** folder.
3. Select the document or folder, and then click **Files > Shared With**.
4. In the Shared With window, click the drop-down arrow next to the person whose permissions you want to change, and click the permission you want to assign.



## Stop sharing a document or folder

1. Select the document or folder you want to stop sharing, and then click **Files > Shared With**.
2. In the **Shared With** window, click the drop-down arrow next to the person you want to stop sharing with, and then click **Stop sharing**.

## Send email to people you're sharing a document with

You can quickly address an email to everyone you're sharing a document with. You might do this if there are details about the document you want them to know about, or if you want to remind them that you've shared the document with them.

1. Select the document you're interested in, and then click **Files > Shared With**.
2. In the **Shared With** window, click **Email Everyone**.
3. If prompted, click **Allow** in the Security Warning dialog box to allow SharePoint to open your email program.
4. Compose and send the email from your email program.

