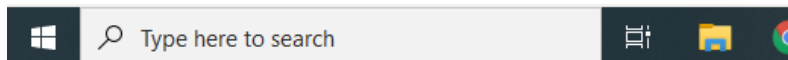


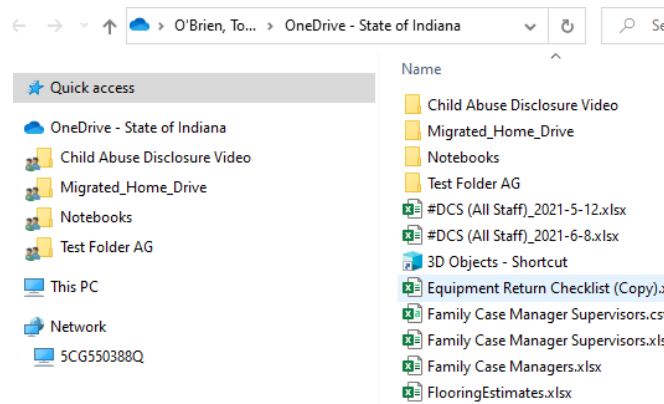
How to Share files using One Drive

Every state employee has their own personal One Drive. This is also called your H drive or Home drive. In order to share files/folders with someone outside our agency, please follow these instructions:

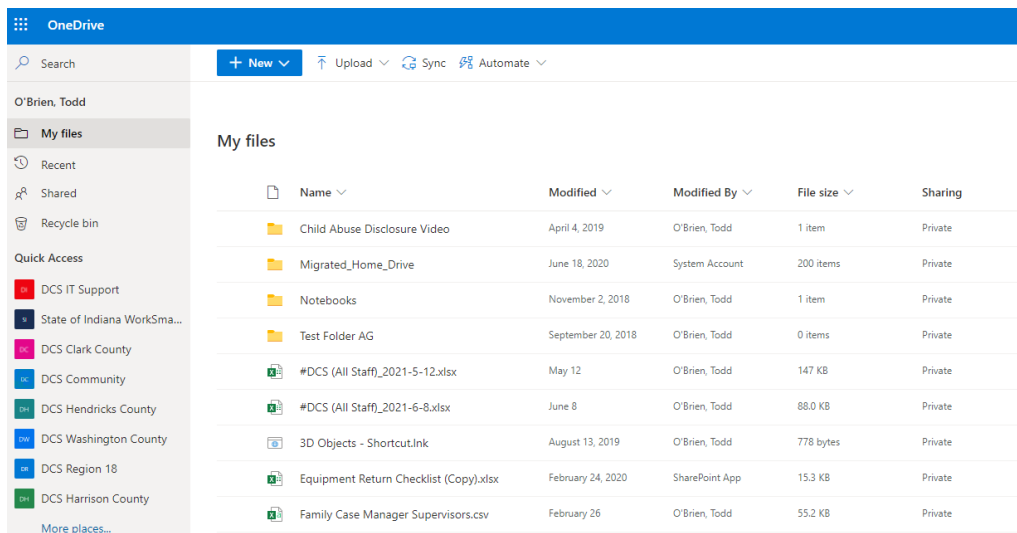
1. On your task bar at the bottom of your screen, click on the Magnifying Glass and type in **ONE** or if your task bar has a Type here to search, click on that and type in **ONE**:



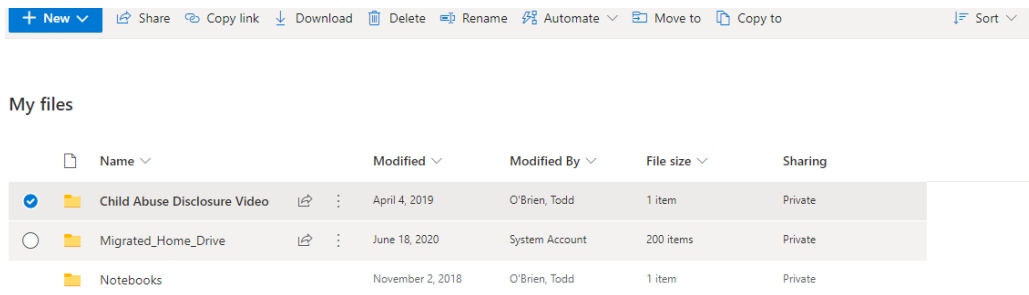
2. After typing in One, you should see One Drive (App) show up on your screen. Click on that and your One Drive will open:



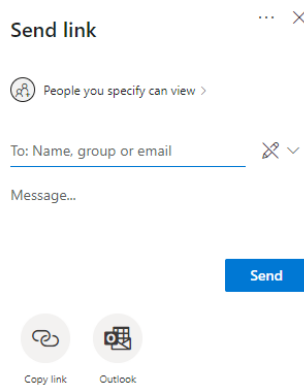
3. Right Click on **OneDrive – State of Indiana** and select **View Online**. *This will open up your OneDrive in a web browser and allow you to share folders or files with outside vendors.*



- From this screen, you can see what files/folders you are sharing with other people. You can create folders or files by clicking on the **+ New** at the top of the screen.
- In this example I am going to share the Child Abuse Disclosure Video folder with someone outside of DCS. Click on the button to the left of the folder name so that it is highlighted:



- Then click on the Share button at the top and this screen will popup:



If you notice to the right of To: Name, group or email, there is a pencil with a diagonal line through it. This means you are giving them VIEW ONLY permissions. They can view the document, but can't make any changes to it unless they download it. If you click the down arrow, you can change this to allow them Edit permissions.

- From here, you just enter the person's email address and type in a message if you want then click Send. They will receive an email with a link to open up and when they click the link, they will have access to everything within the folder you've just shared.
- Once you complete this section and Send the link, you will notice that the folder is now shared:

My files

	Name	Modified	Modified By	File size	Sharing
☒	Child Abuse Disclosure Video	April 4, 2019	O'Brien, Todd	1 item	Shared
☐	Migrated_Home_Drive	June 18, 2020	System Account	200 items	Private
☐	Notebooks	November 2, 2018	O'Brien, Todd	1 item	Private
☐	Test Folder AG	September 20, 2018	O'Brien, Todd	0 items	Private
☐	#DCS (All Staff)_2021-5-12.xlsx	May 12	O'Brien, Todd	147 KB	Private

How to Remove Access once you've finished sharing

Say you've finished sending or receiving files from the outside source and now you want to remove the access they have. Follow these steps to do so:

1. Click on the Shared part of the folder you want to change:

My files

	Name ▾		Modified ▾	Modified By ▾	File size ▾	Sharing
☒	Child Abuse Disclosure Video	 	April 4, 2019	O'Brien, Todd	1 item	Shared
☐	Migrated_Home_Drive	 	June 18, 2020	System Account	200 items	Private

This will open the Manage Access pane. Click on the down arrow below People you specify can view:

Child Abuse Disclosure Video

×

Manage Access

Links giving access ⓘ

Share



https://ingov-my.share...

Copy

...

People you specify can view



▼

Direct access ⓘ

+



IOT ODB Migration 10
Migration Account

Owner



IOT ODB Migration 3
Migration Account

Owner

Then click on the X next to the User you want to remove and confirm.