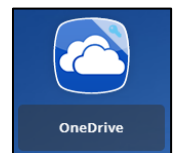


# Sharing and Transferring Ownership in OneDrive

To make someone else the owner of a file or folder in your OneDrive, you will first need to share the file or folder with them. This person will then download the file or folder to their computer and then upload the file or folder to their own OneDrive account. After this process, previous sharing permissions will no longer be valid. The new uploaded files/folders will need to be shared with participants again.

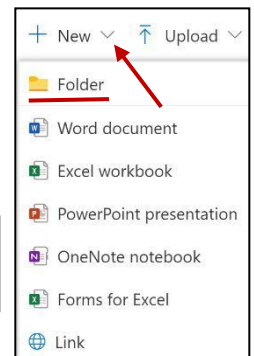
Open a web browser and navigate to your **OneDrive**. This can be done by logging into **ClassLink** and clicking on the **OneDrive** app.

*\*If prompted, choose "Work or School Account", not "Personal Account".*



## Creating a Folder to Store Multiple Documents:

1. If you have more than one document that you would like to share with someone, it would be beneficial to house them in a folder. This way you only have to share the folder, not each individual document.
2. To create a folder, click the **drop-down arrow** next to **NEW** in the top left corner. Choose **FOLDER**. Name the folder and press **CREATE**.
3. Place a checkmark next to the name of each document that you want to move to the new folder. Once finished, click on the **three dots** next to any checked document name and choose **MOVE TO**.
4. Click on the folder name to open it and press **MOVE HERE**.



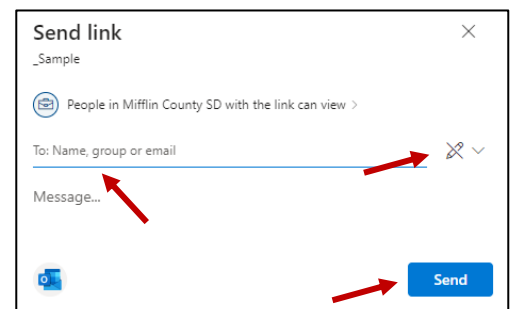
*\*NOTE: This process may take a few moments. You may need to refresh the page to see the changes.*

## Sharing a File or Folder:

1. Click on the **SHARE** icon next to the name of the document or folder.

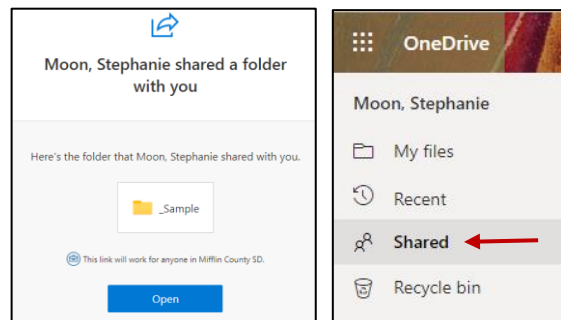


2. Enter the name or email address of the person you wish to share this item with. The default is set to **VIEW ONLY**. You can change this to **EDIT** by clicking the **pencil icon** at the end of the line. When you are finished, press **SEND**.

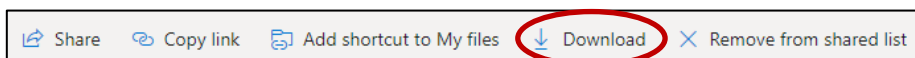


3. The person you shared the file or folder with will receive an email containing a link to open the item. This item will also be viewable in their **SHARED** folder of their OneDrive.

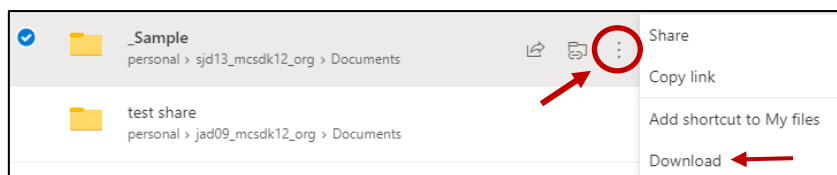
## Transferring Ownership of the Files/Folder:



1. If this person would like to become the owner of these files, they will need to download them to their computer and then upload them to their own OneDrive account.
2. To download an entire folder and all of its contents, open the folder and click the **DOWNLOAD** button at the top of the screen. If you only want to download specific documents, place a **checkmark** next to the items you want to download and then press the **DOWNLOAD** button at the top of the screen.



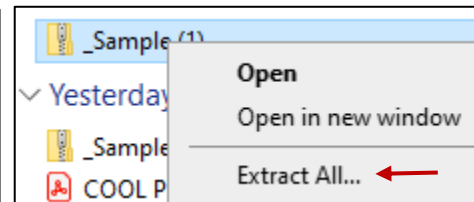
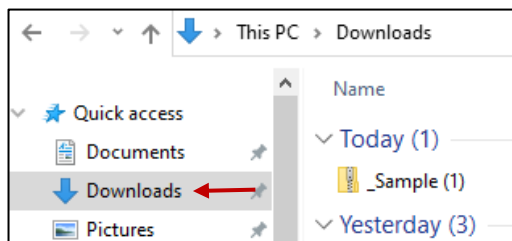
*\*Note: If the file/folder was opened through the **SHARED** folder, you also have the option to use the 3 dots to choose **DOWNLOAD**.*



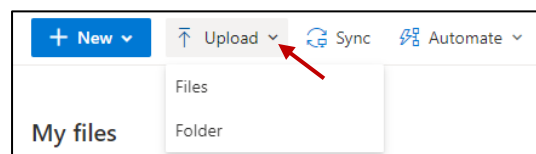
3. The file/folder will download to your **DOWNLOADS** folder on your computer.
4. Click on the yellow folder and choose **Downloads** on the left to view the folder. You will need to unzip the folder before uploading the files to your OneDrive.



5. Right-click on the downloaded folder and choose **EXTRACT ALL**. Choose a location to save the folder to and press **EXTRACT**.



6. Open your OneDrive and navigate to the location where you want the files/folder to be located. Click the **UPLOAD** button at the top. Choose **FILES** for single documents or **FOLDER** to upload an entire folder. Highlight the file or folder to upload and press **UPLOAD**.



*\*NOTE: You can upload more than one file at a time by clicking on the first document, holding in the SHIFT button (or CTRL button for documents not next to one another), and clicking on the last document to highlight them as a group. You can only upload one folder at a time.*

*\*NOTE: If you prefer, you can open both your OneDrive and the File Explorer (yellow folder) and drag the items to your OneDrive to upload.*

*\*NOTE: These newly uploaded documents will not have the same sharing permissions as the originals documents/folders. You will need to reshare the documents with intended participants.*