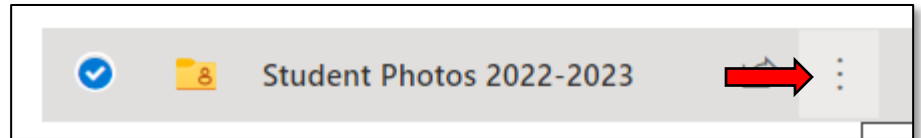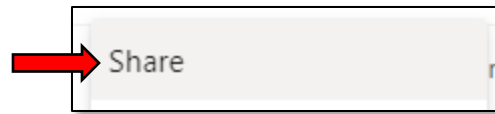# OneDrive: How to Invite Specific People to a File or Folder
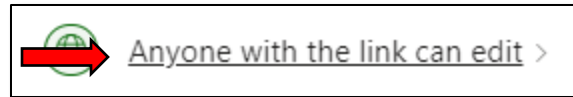
1) When in your **OneDrive** account, click the **3 vertical dots** located to the right of the file/folder you would like to invite people to.
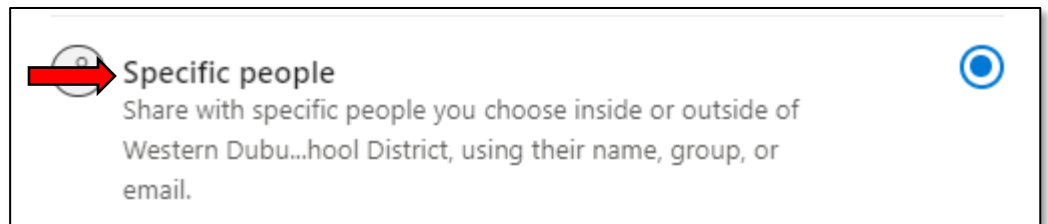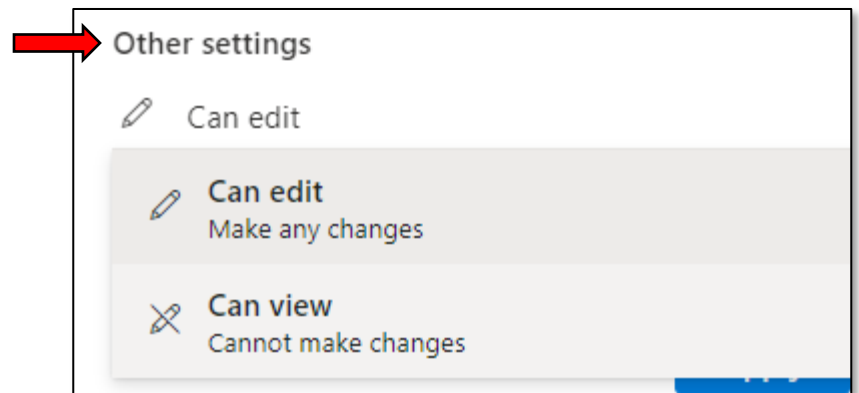

2) Click **Share**.

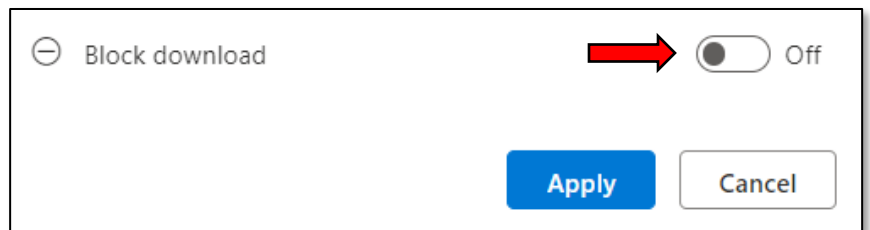3) Click **Anyone with the link can edit**.

4) Click **Specific people**.

5) Under **Other settings**, choose **Can edit** or **Can view**. Be cautious with the *Can edit* option. If selected, whomever you invite will be able to delete, change the name, etc. of the file/folder you are sharing.
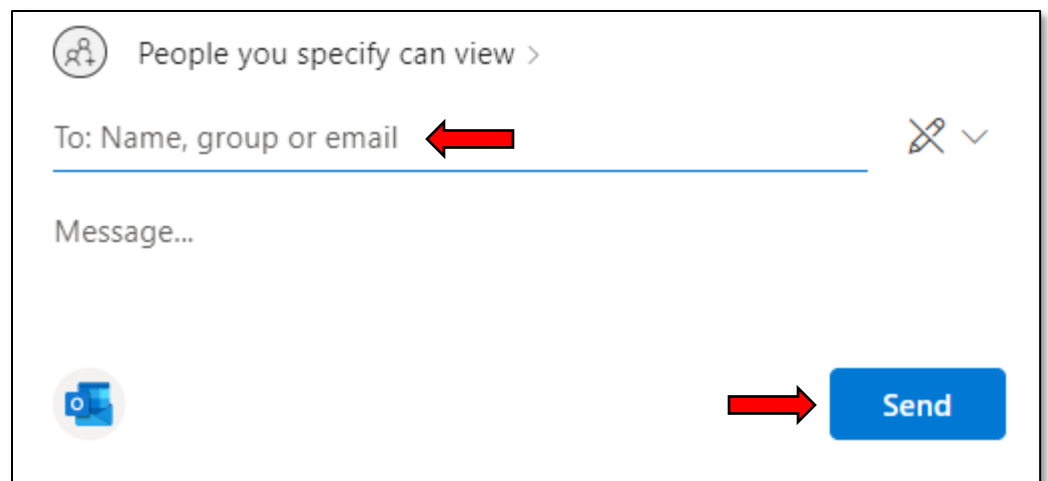

6) You have the option of choosing if you would like the invited person to be able to download the file/folder or not. Keeping it off allows for downloads.

7) Click **Apply**.

8) Enter the **name or email** of the person/people you are sharing the file/folder with. You can enter a **Message** for them to read when they receive the shared email from you.

9) Click **Send**.