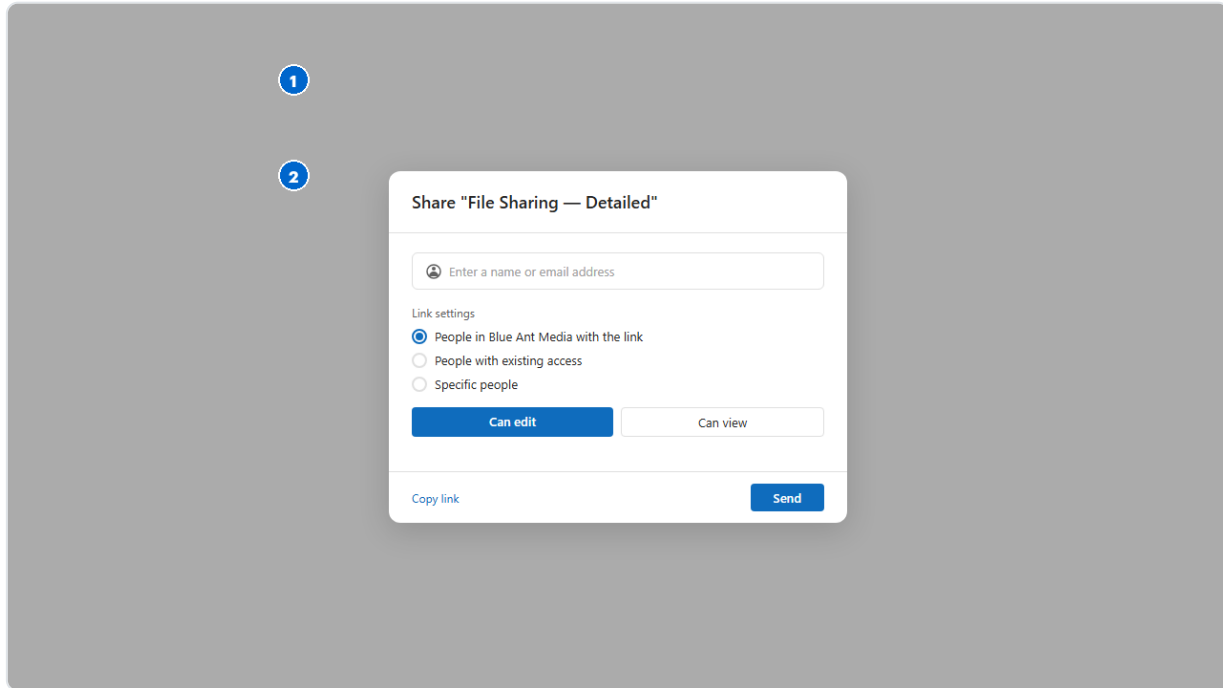


## Sharing Files from OneDrive



Share dialog — choose link type and permissions

### Step 1

Right-click the file (desktop) or click the share icon (web) and select **Share**.

### Step 2

Choose who can access the link:

- **People in Blue Ant Media** — anyone with a @blueantmedia.com account (most common)
- **Specific people** — only the people you name
- **Anyone with the link** — no sign-in required (use carefully)

### Step 3

Set permission level: **Can edit** or **Can view**.

### Step 4

Enter names or email addresses, add an optional message, and click **Send**. Or click **Copy link** to share via chat/email.

## Permission Levels Explained

PERMISSION	VIEW	DOWNLOAD	EDIT	DELETE	SHARE
<b>Can view</b>	Yes	Yes	No	No	No

<b>Can edit</b>	Yes	Yes	Yes	No	Yes*
<b>Can review</b>	Yes	Yes	Suggest only	No	No

\* "Can edit" users can reshare unless you disable "Allow editing" → uncheck "Allow recipients to share."

## External Sharing

### SHARING OUTSIDE BLUE ANT MEDIA

External sharing is available but should be used carefully. When sharing with people outside @blueantmedia.com, always use **"Specific people"** and set an **expiration date** on the link. Avoid "Anyone with the link" for sensitive documents.

## Real-Time Co-Authoring

Multiple people can edit the same document simultaneously in Word, Excel, and PowerPoint.

- File must be saved in **OneDrive** or **SharePoint** (not local disk)
- **AutoSave** must be enabled (toggle in the top-left corner of the app)
- You'll see other editors' cursors and changes in real time
- In Excel, co-authoring works in the web app and desktop app (with AutoSave on)

### GOOGLE DOCS WAY

Share via link → "Anyone with the link can edit" → all editing is always real-time in browser

### MICROSOFT 365 WAY

Share via link → choose permission → co-author in desktop or web app → AutoSave keeps all in sync

## Managing Shared Files

- **See who has access:** Right-click → "Manage access" to see all people and their permission levels
- **Remove access:** Click the "X" next to a person's name in Manage access
- **Stop sharing a link:** In Manage access, click the link → "X" to revoke it
- **See what's shared with you:** OneDrive web → "Shared" in the left sidebar → "Shared with me"

Need help? Contact [m365support@blueantmedia.com](mailto:m365support@blueantmedia.com) or visit the M365 Help channel in Microsoft Teams.