# Sharing a File in One Drive with a Class

1. Open the OneDrive folder on your computer.
2. Right-click the file you want to share and select “Share” from the menu that appears.
3. A small sharing window will appear. Rather than entering individual names, we’re going to set it so that anyone with the link can access the file.
4. Click the “People You Specify Can Edit” box in the small sharing window.


5. In the window that appears, click on “People in Johns Hopkins with the link” and **deselect** “Allow Editing.”


6. Click “Apply”
7. Back in the sharing window, click “Copy Link.”


8. In the copy link window, click the “Copy” button.


9. Create a new link in the Online Library in your CoursePlus site with this link.