

InfoWorld DeepDive

How to get **Office 365**
document sharing
to actually work



Deep Dive



How to get Office 365 document sharing *to actually work*

BY GALEN GRUMAN

You know how in the movies the monster lopes along

yet always somehow catches the screaming girl who's running away from it? That's been the story of Office 365, Microsoft Office, and OneDrive, the three pillars of Microsoft's attempt to move its productivity suite into a collaboration tool, both across users and across devices. But now, after years of progress and piecemeal rollouts, Microsoft has finally pulled together the pieces into a cohesive package and delivered on the original collaboration promise.

Deep Dive



Well, mostly — the tools still have gaps, but the main issue is deadly practical: It's not obvious how to use them together, so many users can't capitalize on the collaboration promise, though they now have the tools to do it.

Office 2016 makes it very easy to share documents, whether for collaboration or library purposes, such as making a manual available to your team. Office 2016 also makes it easy for individuals to access documents stored in their OneDrive cloud storage accounts from multiple computers, tablets, and even smartphones.

If you install Microsoft's OneDrive app, you can access your documents — any files, in fact — from any application, not only Office 2016 ones, from any of your devices. You can also share those files with anyone using the OneDrive Online Web app — again, whether or not they are Office 2016 documents.

No doubt, Office 365 offers a lot of collaboration and work-from-anywhere potential. But it's not always clear how to tap it.

Welcome to InfoWorld's comprehensive Office 365 sharing how-to. The following guide will help you and your employees take full advantage of the Office 365 plan you've paid for. Here, for Windows, MacOS, iOS, and Android, I break down how to use the sharing tools available in Office 365, Office 2016, and OneDrive:

- **PART 1:** How to get and set up all the Office 365 components.
- **PART 2:** How to share Office documents directly with other people from the Office apps.
- **PART 3:** How to access and use documents stored in OneDrive from any and all of your devices.
- **PART 4:** How to share any documents — not only Office docs — with both individuals and groups at your organization.

Note that Windows 10 screenshots are used throughout this guide unless the tools work differently on other platforms. Microsoft has made many of the features common across Windows 7 and later, OS X Yosemite and later versions of MacOS, iOS 8 and later, and Android 5.0 Lollipop and later, as well as via the major browsers.

But not all features are universally available, and not all features work the same on all platforms. Android users in particular face functional shortcomings, while Windows users (usually) get all the bells and whistles. Microsoft's [vision of universal apps](#) still has a long way to go.

My company's Office 365 deployment uses the E3 plan, which covers all these tools. Other plans may lack some capabilities or offer additional features. Also, each business can enable or restrict functionality for its users, so some capabilities I cover in this guide may not be available in your deployment — take that up with IT, not me. ■

Deep Dive

PART 1

Setting up the Office 365 client components



Most of the work for setting up Office 365 collaboration happens on the back end, where you define and manage Active Directory users and associated policies and set up SharePoint and OneDrive access, if applicable. But there's work to be done on the client end as well. IT may decide to leave that client setup to the users — especially for their mobile devices and home computers (if your company allows their use) — but users will need some guidance, as outlined below.

Office 2016 installation

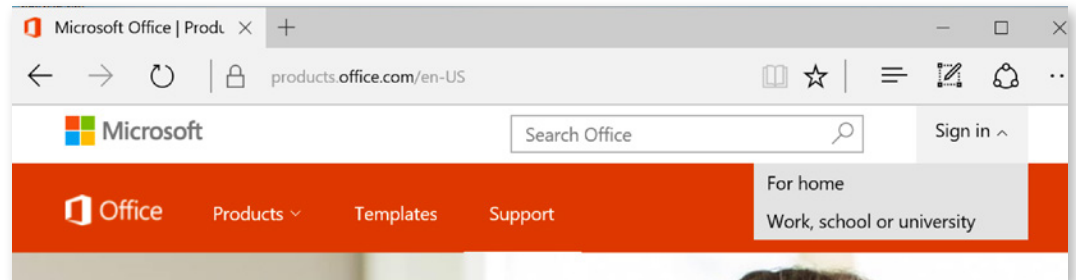
Most enterprise Office plans allow up to five copies of the Office 2016 suite to be installed on each user's computers (Windows PCs and/or Macs), as well as up to 10 copies of the Office apps to be installed on their iOS, Android, and/or Windows Mobile smartphones and tablets. (Note that a Surface Pro or other PC tablet counts as a computer, not a tablet.)

For the Office 2016 suite, Microsoft provides Excel, PowerPoint, OneNote, and Word for all supported operating systems and via a browser. Windows users can also get Access, Publisher, and Sway. For the other Office 365 apps, all four platforms and the browser have OneDrive, Outlook, Skype for Business, and Yammer, but [Outlook on mobile devices](#) supports only a subset of features, and [Skype for Business and Yammer are essentially useless](#) outside of Windows.

Deep Dive

Mobile apps are available from the App Store, Google Play Store, and Windows Store. PC and Mac clients are available from office.microsoft.com after signing in via the Sign In menu at the upper right of the page, as shown in Figure 1. Be sure to choose the “Work, school, or university” option. Sign in using your standard Active Directory credentials (what you use to sign into email in an app like Outlook).

Figure 1. Sign into your Office 365 account from a browser to install and manage the desktop software.



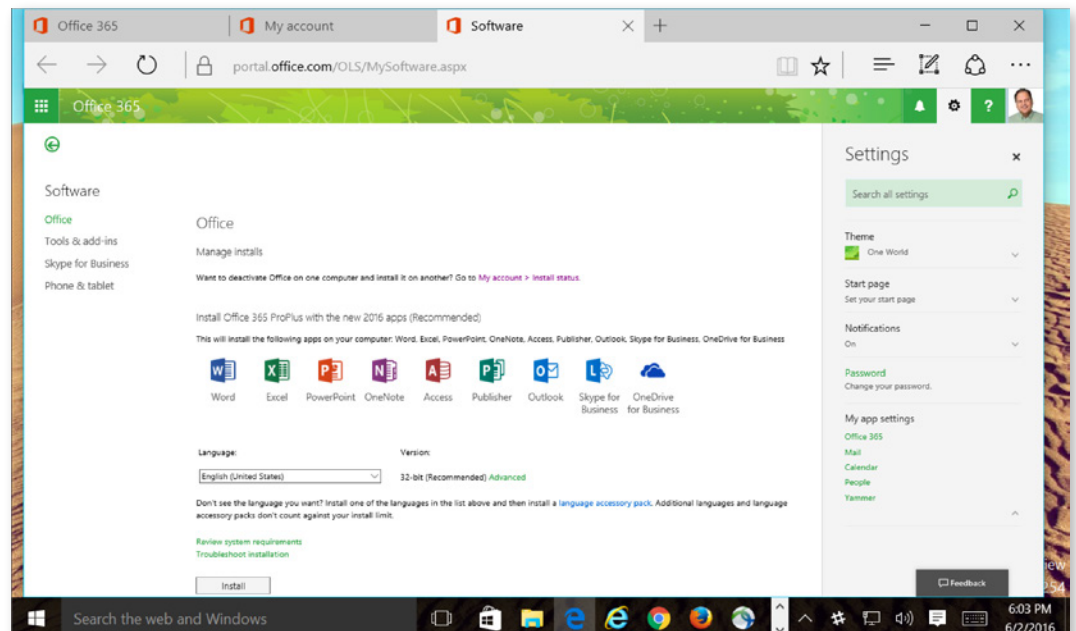
Once signed into Office 365, click the Settings (gear) icon at the upper right, and choose Office 365 from the pulldown. Then click Software in the pane that appears. If you don't see that option, you probably already have installed the apps on the current computer; if not, click Install Status in the sidebar, then click Install Desktop Applications in the main pane.

You'll see icons for the Office apps you are authorized to use. Scroll down and click Install to install them on your computer. (As Figure 2 shows, you may see an option below that to install Office 365 ProPlus with Office 2013 when using a PC or to install Office 2011 when using a Mac. Do that only if IT says to. The Office 2013 and 2011 apps are there for compatibility purposes, but you need to use Office 2016 to take full advantage of the document-sharing features in Office 365.)

TIP: If you also have a personal Office 365 account, you would choose the “For home” option instead of the “Work, school, or university” option to manage that account. You don't need to install the Office 2016 apps from both accounts, since the apps will work with either, but you need to sign in separately to the work and home accounts in your browser to manage their separate settings.

CONTINUES ON NEXT PAGE 8

Figure 2. After signing into your Office 365 account, go to Office 365 settings to install the suite of apps available for your computer.

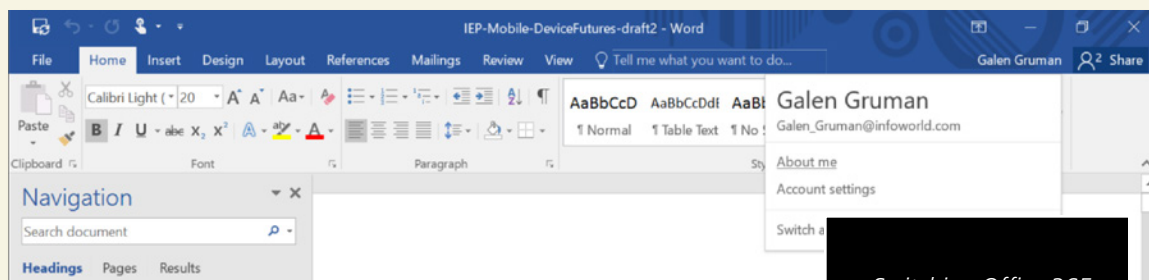


Deep Dive

Switching between Office 365 accounts

IF YOU HAVE MORE THAN ONE Office 365 account, switching between them differs by platform.

In Windows, click your name in the bottom right of the menu bar and choose Switch Account. Or click File to show the file list and click Accounts in the sidebar; then click Switch Account in the upper left of the main pane.

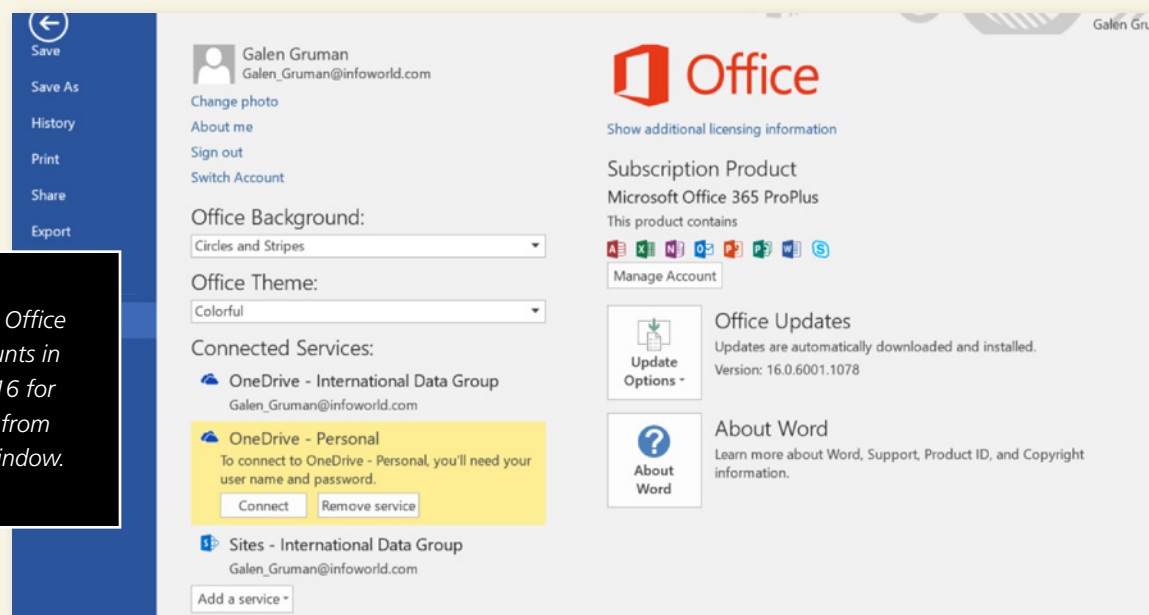


Switching Office 365 accounts in Office 2016 for Windows from within a document.

In MacOS, click your initials in the circle icon at the upper left, then sign out of the current account and back into the desired one.

In iOS, go to the file list (click the circled left-arrow icon at the upper left of the toolbar if editing a document), tap your initials in the circle icon at the upper left, tap your account at the top of the menu, sign out of that account, then tap the Sign In icon at upper left to sign into the desired account.

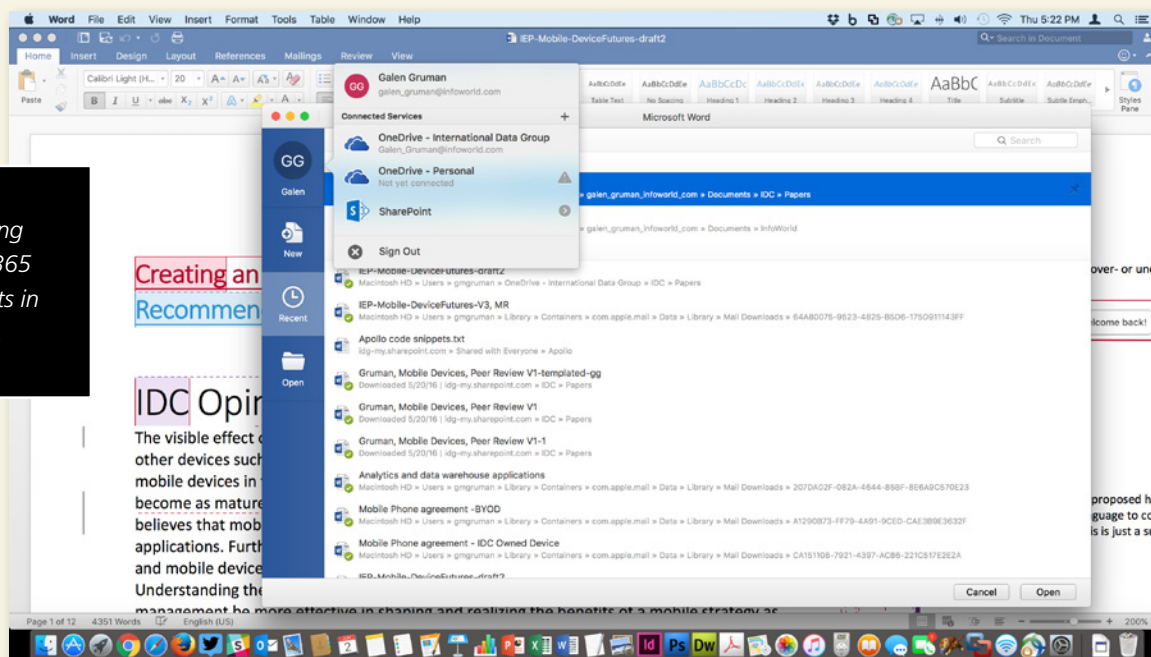
In Android, go to the file list (click File at the upper left of the toolbar if editing a document), tap your name or icon at the upper right, tap the Settings (gear) icon that appears below it, sign out of that account, reopen the Office app, and click the Sign In icon at upper left to sign into the desired account. That's right —



Switching Office 365 accounts in Office 2016 for Windows from the File window.

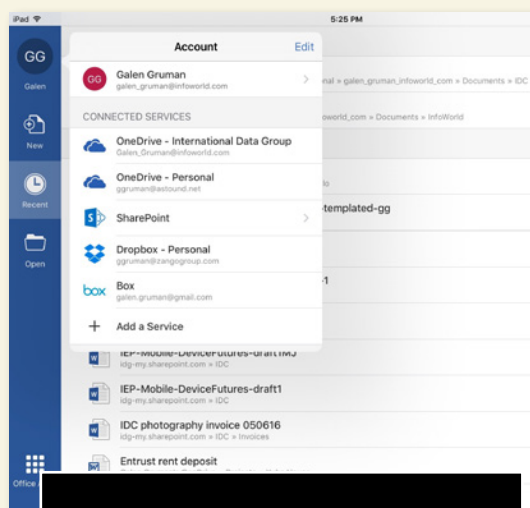
Deep Dive

Switching Office 365 accounts in MacOS.

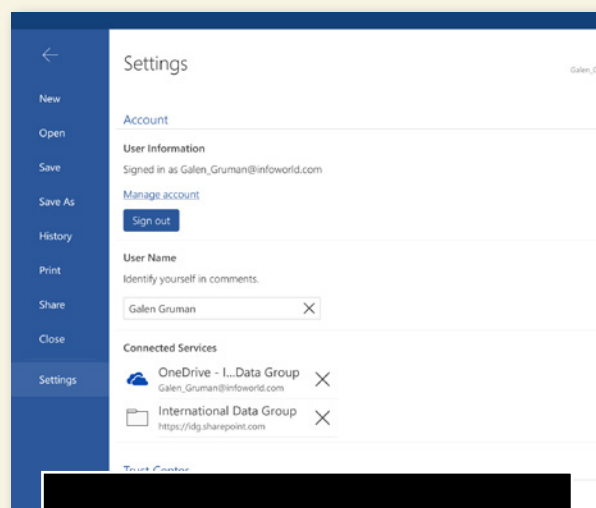


in Android, you can't have multiple Office 365 accounts simultaneously active within Office 2016 apps as you can in Windows, MacOS, and iOS. But you can use multiple OneDrive accounts in the Android Office apps. ■

TIP: Office 2016 for Windows can get confused if you have multiple Office 365 accounts, such as work and personal ones, or if you're signing into a corporate Office 365 account from a PC that uses a personal ID. That can prevent it from providing the correct access. There's a [special trick for getting Office 2016 to allow corporate access](#) in these cases.



Switching Office 365 accounts in iOS.



Switching Office 365 accounts in Android.

Deep Dive

Figure 3. To use the Office 2016 apps from a browser, select the online app from the grid of options after signing into your Office 365 account.

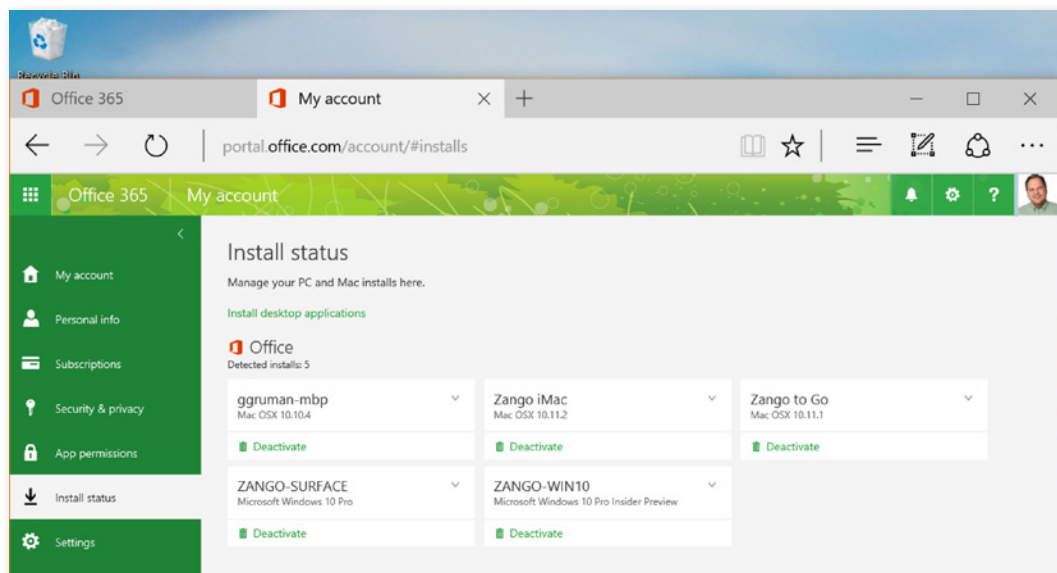
CONTINUED FROM PAGE 6



You can also use the Office Online versions of Office 2016 apps from a browser. This can be helpful when using someone else's computer, a temporarily issued computer, or a home computer (when IT disallows local downloading of Office to it). Sign into office.microsoft.com as previously instructed, then click the Apps button (grid icon) at upper left to display a pane of available Office Online apps, as Figure 3 shows; click the one you want to use in the browser.

To check where you've installed Office 2016 apps, go to Settings > Office 365, then click Install Status in the sidebar. Figure 4 shows the window.

Figure 4. Office 365 typically limits business accounts to five installations on computers (Windows PCs and/or Macs). You can see what computers have Office 365 activated and deactivate any of them after signing into your Office 365 account.



Once you have installed the Office 2016 apps on your computers and devices, you have to sign in using your Active Directory credentials. You should get a pop-up asking you to sign in when you first use an Office 2016 app. If not, look for the Sign In option, at the upper right in Windows and at the upper left in MacOS, iOS, and Android. Enter your email address to verify whether you have an existing account; if so, provide your password if requested. If not, check with your IT department, or create your own account (you'll need to buy a subscription in that case). Signing into Excel, PowerPoint, or Word signs you into all three.

Deep Dive

OneDrive installation

OneDrive access comes preinstalled for Windows 10 and is available via File Explorer's sidebar. (You can install OneDrive from Windows Store, but it's not required.) For Windows 8 and 8.1, OneDrive is available through the Windows Store. For Windows 7, you have to [download and install the app from Microsoft](#). For Macs, install OneDrive from the Mac App Store, and be sure to update OneDrive for Mac to the latest version, as it only recently added support for accessing both work and personal OneDrive accounts. On mobile devices, download OneDrive from your respective app store.

Once installed, it will be available as a virtual drive in Windows' File Explorer, as a virtual drive in MacOS's Finder, as an Open In location in iOS, as a file browser location in Android — that is, in their native file-handling facilities. (Part 3 shows iOS's Open In and Android's file browser.)

TIP: Microsoft has retired the OneDrive for Business app and merged it into OneDrive, so you should stop using it. To confuse matters, navigation controls in some Microsoft apps still use the "OneDrive for Business" label to mean corporate OneDrive access.

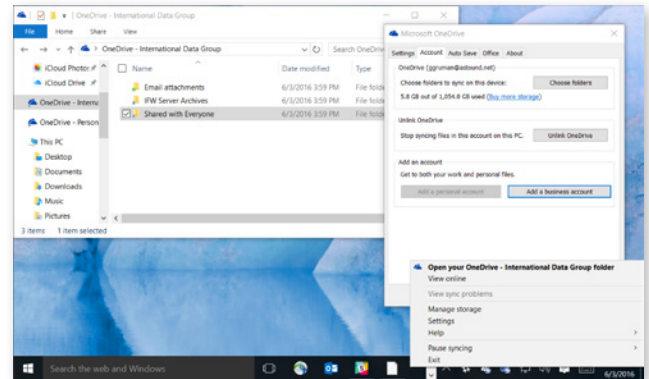
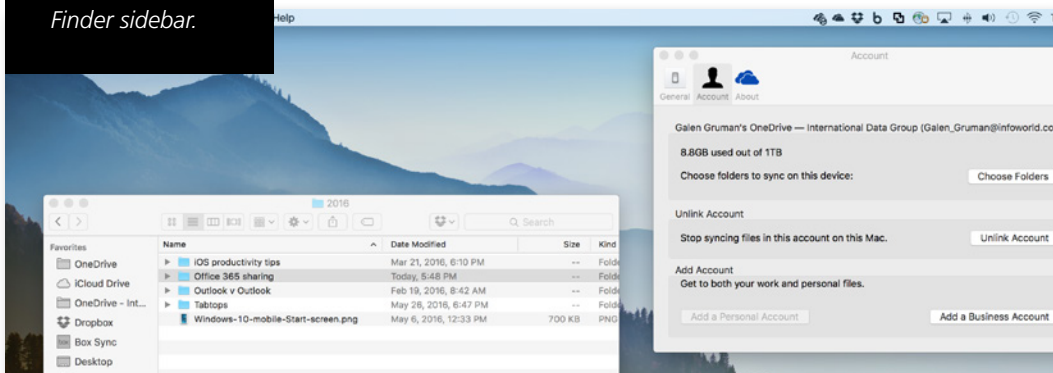


Figure 5. At right is the dialog for the Windows OneDrive account settings. At left, you can see the two OneDrive accounts set up for this PC shown as file locations in the File Explorer sidebar.

Figure 6. At right is the dialog for the MacOS OneDrive app's account settings. At left, you can see the two OneDrive accounts set up for this Mac shown as file locations in the Finder sidebar.

In Windows, the OneDrive icon should appear in the right side of the taskbar. In MacOS, it should appear on the right side of the menu bar. (You'll see a separate OneDrive icon in the taskbar or menu bar for each account you have added.) If you click the OneDrive icon in Windows or MacOS, a menu shows the sync status and lets you open OneDrive contents in a File Explorer or Finder window.

Right-click the OneDrive icon in Windows 7, 8, and 8.1 to open settings; click the OneDrive icon and choose Settings in Windows 10's OneDrive menu (see Figure 5) or Preferences in MacOS's OneDrive menu (see Figure 6). It's in Settings or Preferences that you add more OneDrive accounts for direct access by your computer and its apps. OneDrive allows access to one personal account but multiple corporate accounts. ■



TIP: OneDrive for Mac periodically forgets to start when you start, restart, or otherwise log into your Mac. When that happens, go to the Applications folder to launch it, then re-enable Open at Login in the General pane of its preferences (via the OneDrive icon in the menu bar).

Deep Dive

PART 2

Sharing documents from within Office 2016

The easiest way to share Office documents is from Office 2016 itself. All the apps allow you to share the currently open document, and apps on some platforms also let you share files from the file list, even if they are not currently open.

Whether you're using Windows, MacOS, iOS, or Android, you can share an open document the same way: Click or tap the Share button (the person icon on the right side of the toolbar; in Windows it also carries the label Share).

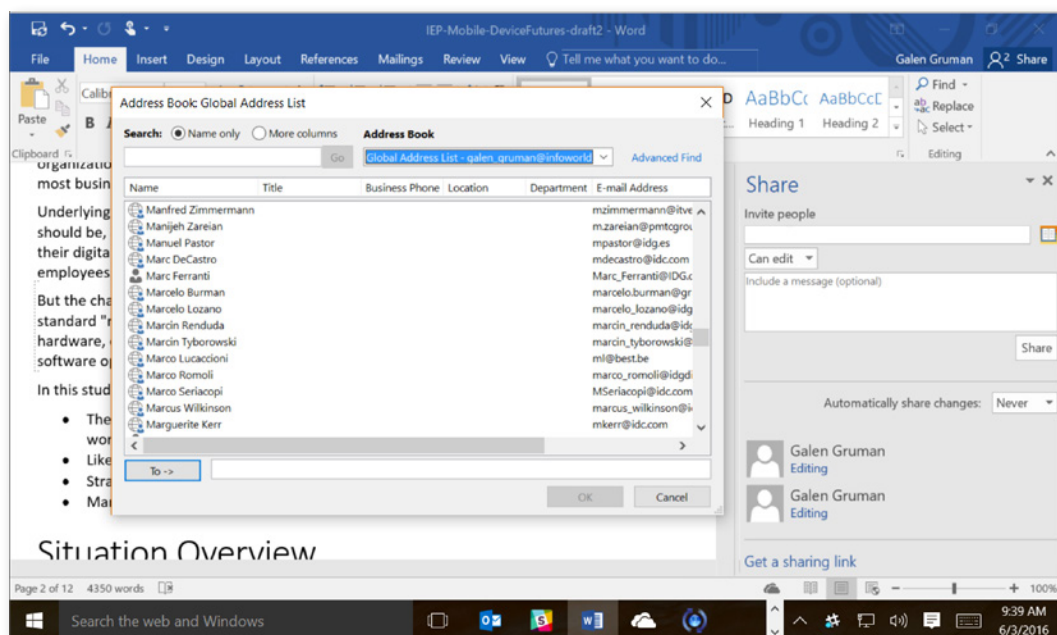
Microsoft offers Windows users a fairly complex set of sharing options in the Share pane. Several involve sending a link to collaborators via email. Recipients can open or view the documents in a browser or in Office 2016, and they will need an Office 365 account. Here are the related options for email-based sharing:

- Use the Invite People field to type in the names or email addresses of those you want to share with, or click the Address Book icon to open your company's Exchange Global Access List, as shown in Figure 7. Only people in the GAL can get shared documents this way, unless IT has enabled third-party sharing for Office 365.
- Use the Can Edit menu to enable recipients to edit the document, such as for collaborative editing or review cycles, or to grant them read-only access to the document, such as for shared documentation.
- Use the Automatically Share Changes menu to control whether any changes you make are shared with the recipients automatically, only when you authorize them to be shared, or never. People editing the document will have the current version of the contents, so this menu is really about whether notifications are sent to those people.
- If you want to provide information about the document you are sharing, enter it in the comments field. That comment will be placed in the body of the email they receive.

Deep Dive

When ready to share the document via email notification, click the Share button.

Figure 7. The Sharing pane (at right) from within a document in Office 2016. If desired, click the Address Book button to find colleagues from your company's Exchange Global Address List (shown at left).



You can also share documents by copying a link to it in an email, text message, or other digital medium. To do so, click Get a Sharing Link at the bottom of the Share pane. A new pane will open that lets you choose what kind of link to send: read-only or editable from Office Online. Paste that link into a message, document, or whatever; when your colleague clicks the link, the document will open in Office Online in their browser.

The options are similar but simpler for non-Windows users. MacOS and iOS have very similar UIs for sharing in the Share pop-up that appears when you click or tap the Share button:

- Invite People lets you send an email to recipients that contains a link to the document. You can't access the Global Access List in MacOS or iOS, so you'll have to begin typing at least part of their names to find them. Select Can Edit in the form that appears if you want recipients to be able to edit the document in Office Online or Office 2016.
- Copy Link copies a link to the document. Click the option to have the URL automatically saved to the MacOS or iOS Clipboard, for pasting into a message, text, or other digital medium. Note that you can't specify whether the document is editable or not using this method. Instead, you control editing status via OneDrive Online as described in Part 4.
- Send Attachment opens your email client and attaches the document to a new message, for you to send to whomever you want the old-fashioned way. This emailed document is a copy of the original, so you can't collaborate on an edit when sharing via this method. When you click Send Attachment, you get a choice of file formats to send: the native file format or a PDF.

Android users get only two options in the Share pane:

- Share a Link opens a window from which you choose your preferred method of sharing the link: via email, Google Drive, or any of several other apps. You cannot choose to make the document editable as you can in Windows, MacOS, and iOS.
- Share an Attachment works exactly like Send Attachment in MacOS and iOS above.

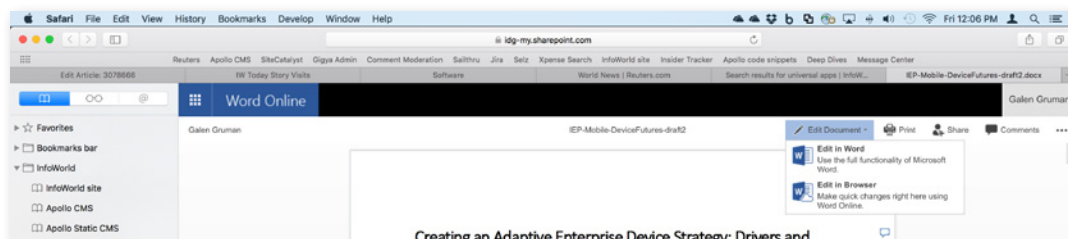
Deep Dive

In iOS and MacOS, you can also share files when they are not open:

- In MacOS, click Recents in the File window to show recently opened documents. Right-click a file and choose Share from the contextual menu. You get the Invite People and Copy Link options in its submenu.
- In iOS, tap the Share button to the right of a file name in the File window's Recents list, then tap Share in the menu that appears. You get the Invite People, Copy Link, and Send Attachment options.

TIP: Documents opened in Office Online are read-only by default. They can be edited either online or locally in Office 2016. To do so, as Figure 8 shows, click the Edit menu at the right side of the toolbar and select either Edit in Browser or Edit in [app name] if you have a local version of the Office 2016 app in question. You get more features in the native app, but Office Online is surprisingly capable and well suited for basic editing and touchup.

Figure 8. After opening a file in Office Online, you can choose to edit it in the browser or in a native Office 2016 app.



If other people are editing or have been granted editing access to a document, you should see their names in the Share pane in Windows and MacOS. In iOS, click Shared With in the Share pane to see the list. If you see a name more than once, it means that person has opened the document from more than one device. In those three platforms, you'll see a badge next to the Share button showing how many users are currently editing the document. Unfortunately, the Office apps in Android do not show how many people are editing a document or who has access. ■



Deep Dive

PART 3

Accessing documents in OneDrive from any device



You don't need the OneDrive app to use OneDrive cloud storage, but using the app lets you share more than Office documents alone.

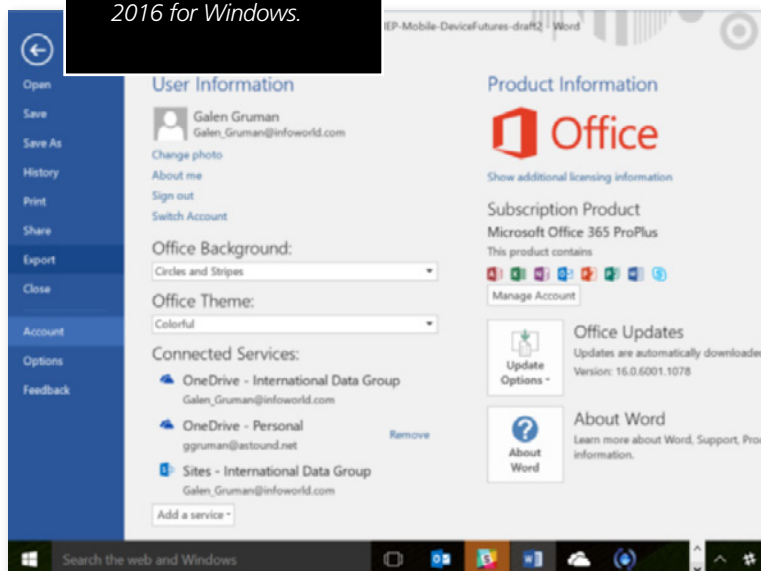
Enabling OneDrive access in Office 2016 apps

The Office 2016 apps, as well as other Microsoft apps such as Outlook in some platforms, can access OneDrive directly, allowing you to open and save files to OneDrive from within them. To do this, you must be signed into your OneDrive accounts from within the apps.

If you sign into Office 2016 with a corporate account, your corporate OneDrive or SharePoint access (from the same account) is usually automatically granted at the same time. Likewise, if you sign into Office 2016 using a personal account, your personal OneDrive access is usually granted automatically as well. But you're not limited to that solitary OneDrive account.

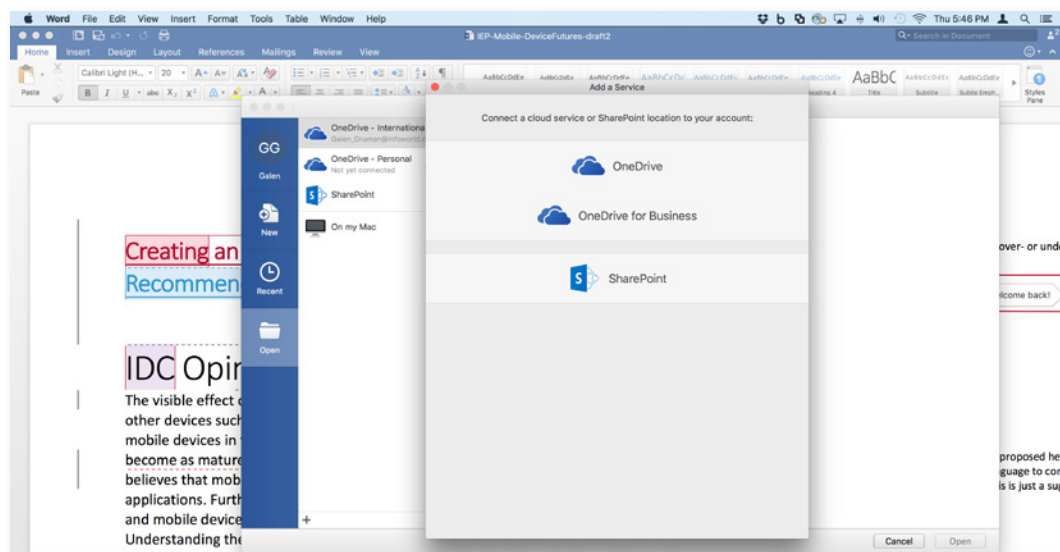
To add access to other OneDrive accounts, as Figure 9 shows, click File in the Office 2016 app's toolbar, then click Account in the sidebar. In the Connected Services section at the bottom-left side of the main pane you will see the Microsoft storage accounts (OneDrive and SharePoint) you're connected to. Click Add a Service, then choose Storage and the desired account type to enable more Microsoft storage accounts. You'll need to sign into each to complete the access setup.

Figure 9. Adding Office 365 access in Office 2016 for Windows.



Deep Dive

Figure 10. Adding Office 365 access in Office 2016 for MacOS; the iOS version works the same way.



At this point, the Save As and Open panes will show you the connected Microsoft cloud services in which your documents can reside.

It's a little simpler to enable OneDrive accounts in MacOS and iOS, as Figure 10 shows: Go to the File view, click or tap Open in the sidebar, then click or tap Add a Place (iOS) or + (MacOS) to add more OneDrive and SharePoint accounts.

In Android, it's also simple: Go to the File view, tap Save As in the sidebar, and tap Add a Place.

TIP: You can also use the Add a Place buttons in the Open and Save As windows in Office 2016 for Windows to add a Microsoft cloud storage service.

Enabling OneDrive access in other apps

It's a rare person who works only in Office. You use other apps — email, at least — and other kinds of files. Chances are you'll want to have OneDrive available to them. In all operating systems but Windows 10, that means installing the OneDrive app, as described in Part 1.

Accessing other cloud services from Office 2016

TO USE OTHER CLOUD STORAGE services from Office 2016, install their apps on your PC so that they show up in the standard File Explorer UI and appear in the Office 2016 apps' Open and Save As windows as if they were network volumes. That's how Office 2016 sees them.

The same technique is necessary in MacOS: They need to appear as network drives in the Finder and thus

in the Open and Save As dialogs.

Install their apps to make it happen.

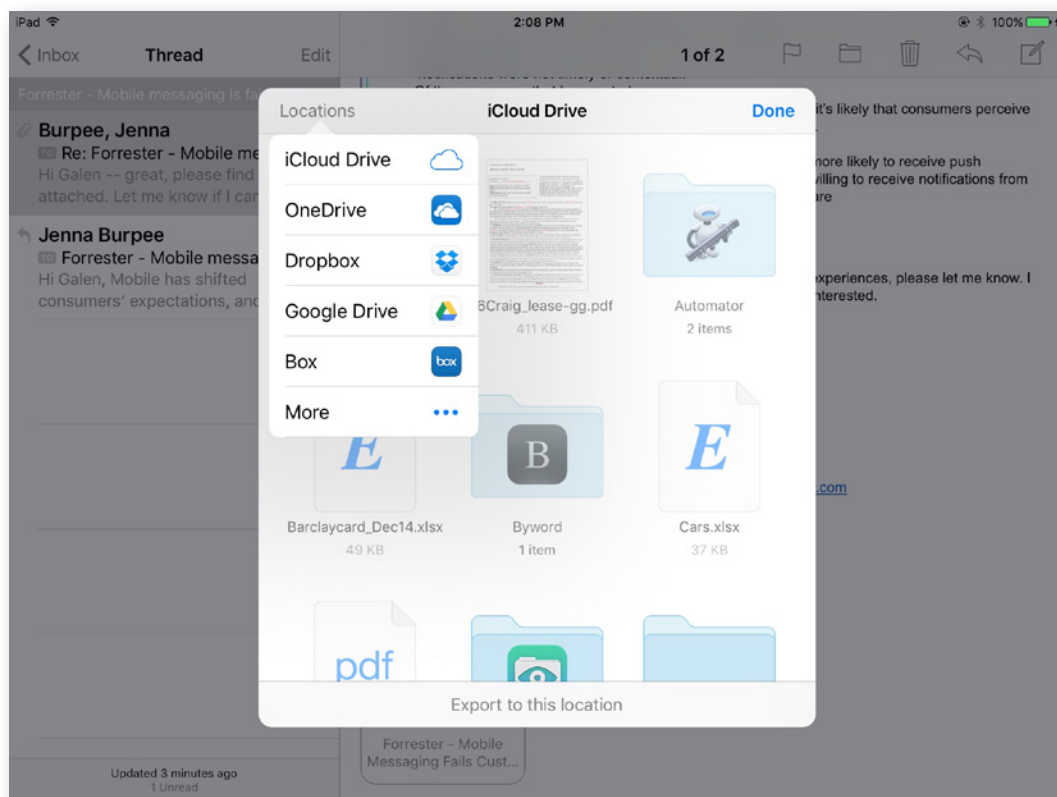
In iOS and Android, Office 2016 can directly access some other cloud services using the Add a Place method for Microsoft cloud services. In iOS, you can also access Dropbox, Egnyte, and Learnium this way; in Android, Dropbox only.

There's a separate method for accessing other cloud services: via

the native cloud-storage service, which requires the cloud storage app first be installed. In iOS, tap More in the Open window to open that Open In facility, then tap Locations to switch to an installed service. You can also tap iPad or iPhone in the Open window to save locally. In Android, tap Browser in the Save As window to switch to an installed service or save locally.

Deep Dive

Figure 11. The iOS Locations sheet is how most apps provide access to cloud storage services like OneDrive.



Understand that OneDrive works a little differently from OS to OS in how apps and the native file system see it.

In Windows 7, 8, and 8.1 and in MacOS, installing OneDrive creates a virtual drive that you can access exactly as you would any drive: directly from the File Explorer or Finder, or through apps' Open and Save As dialogs.

In Windows 10, OneDrive is available natively in File Explorer and thus in apps' Open and Save As dialogs for any OneDrive accounts you've signed into. You can install OneDrive, but you don't need it for the basics.

In iOS, there is no visible file system, so apps must use the Open In and/or Share facility to access OneDrive. If an app doesn't provide direct access, use the Open In facility in iOS to save files to a storage service. Use the app's Save feature to open the Locations sheet, shown in Figure 11. (In some cases, such as for Mail attachments, tap and hold a file until the Locations sheet appears.) It will display iCloud Drive by default, but you can switch to storage services by tapping Locations, then choosing the desired service. If a service does not appear, tap More to see if it is installed but disabled, and enable

The Office apps' disparate File buttons

Getting to the File window or dialog in Office 2016 apps depends on the OS you're using:



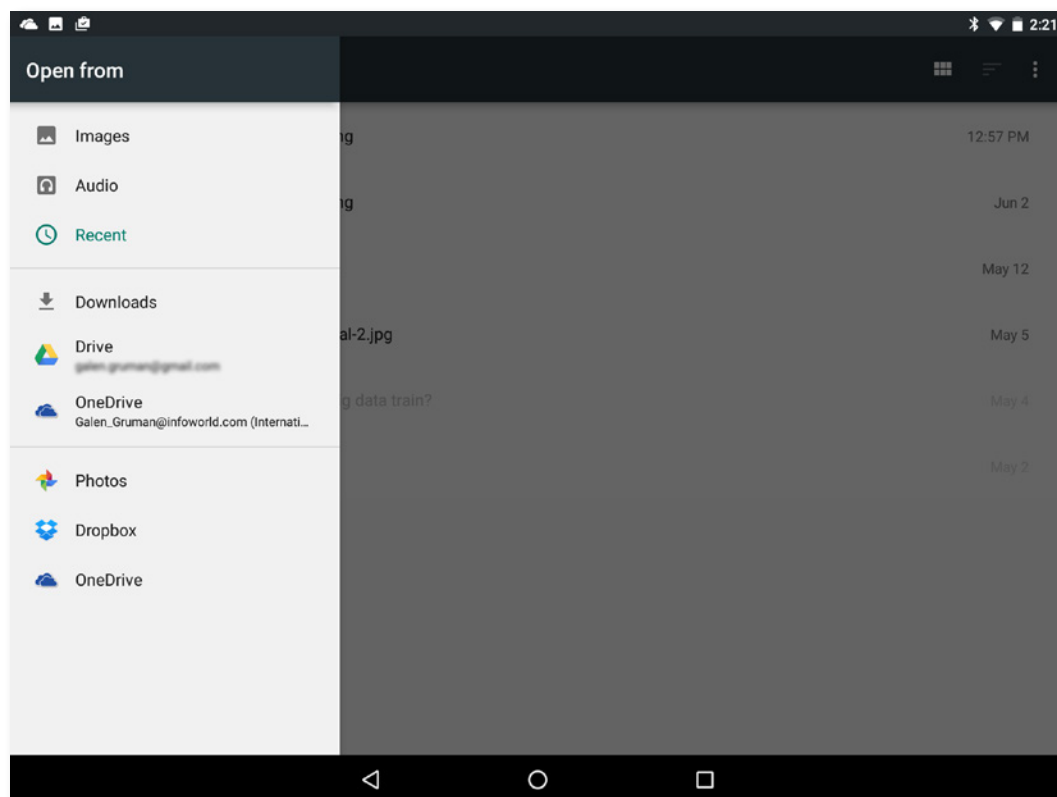
- **Windows:** Click File on the left side of the toolbar.
- **MacOS:** Click the File button (pagelike icon to the right of the Close button) at the upper left of the toolbar.
- **iOS:** Click the File button (arrow-in-a-circle icon) at the left side of the toolbar.
- **Android:** Click File on the left side of the toolbar.

Deep Dive

it by setting its switch to On, then tap Done.

Some iOS apps use the Share button to transfer data to other apps, including cloud storage apps. After tapping Share in such apps, a list of available locations will appear. If a service that you have installed an app for isn't listed there, tap More at the far right (you may need to scroll) to open the Activities sheet from which you can enable or disable access to compatible apps and services.

To open files stored in OneDrive from an iOS app, that app must support Open In (as GoodReader and Apple's Mail do) or provide direct access from its Open menu or button (as Office 2016, Outlook, and Apple's iWork suite do).



In Android, because there is a file system, OneDrive works very much as it does in Windows and MacOS. Apps can directly access available storage locations through their Open and Save As tools, or they can use Android's File Browser, shown in Figure 12. Each app decides how it provides access to File Browser, but common approaches are through an Attach button (such as in Gmail) or the standard Share button. If you can't see where an app saves or opens files, try tapping the More button (the ... icon) or the Menu button (the stack of three lines, aka hamburger icon) to find it.

Figure 12.
Android's File
Browser.

TIP: If a file is not showing as updated in a desktop app's Open dialog, close the dialog and try again. That often causes it to refresh the file list.

Regardless of OS, once installed and configured, OneDrive keeps files stored in a local cache so that you can work with them even when you have no Internet connection. It will also sync them with the master copies in the cloud — but be aware that syncing is not instant, so it may be a few minutes before syncing actually happens. ■

Deep Dive

PART 4

Sharing any files with anyone via OneDrive

Now that you have OneDrive installed on your computers and mobile devices, all the files stored in OneDrive from those devices can be shared with others — not only Office files. There are two basic methods to share non-Office OneDrive-stored files: from your computer or mobile device, or from OneDrive Online in a browser.

Sharing files via OneDrive Online

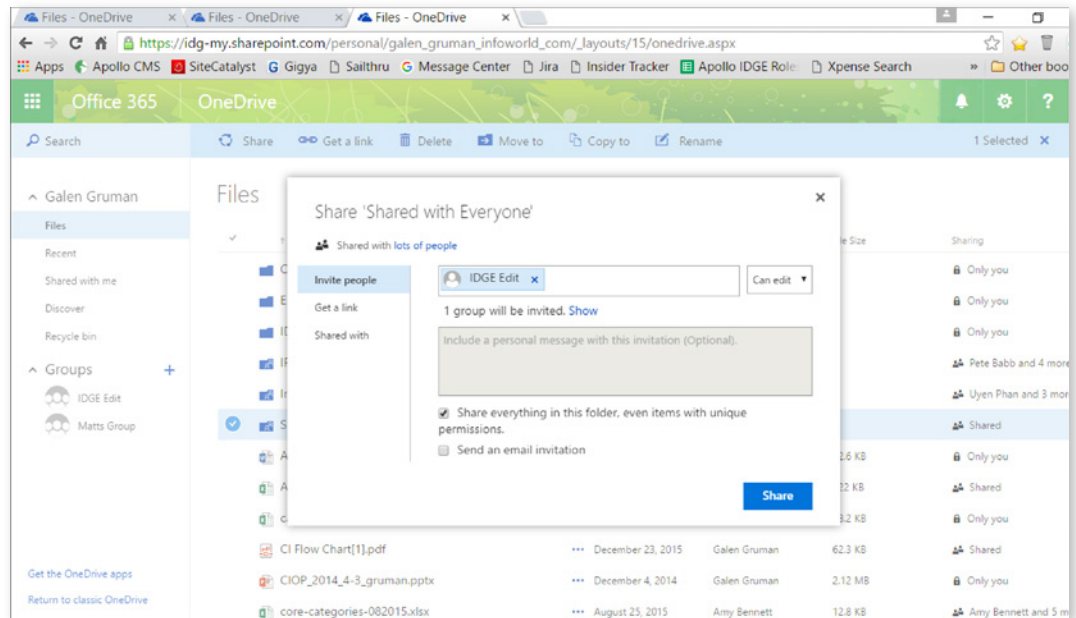
You'll need to use OneDrive Online to manage your access settings, such as making specific folders available to others. Let's start there.

Sign into your Office 365 account from a browser, as explained in Part 1, and go to OneDrive from there. In OneDrive Online, click File in the sidebar to see your files and folders. On a PC, right-click a file in the browser and choose Share in the contextual menu that appears. On a mobile device, long-press the filename in the browser to select the file, then tap the share button in the toolbar.

As Figure 13 shows, choose your desired sharing option from the resulting window: Invite People or Get a Link. These work as they do in the Office 2016 apps.

Deep Dive

Figure 13. The Share window in OneDrive Online for a selected folder or file.

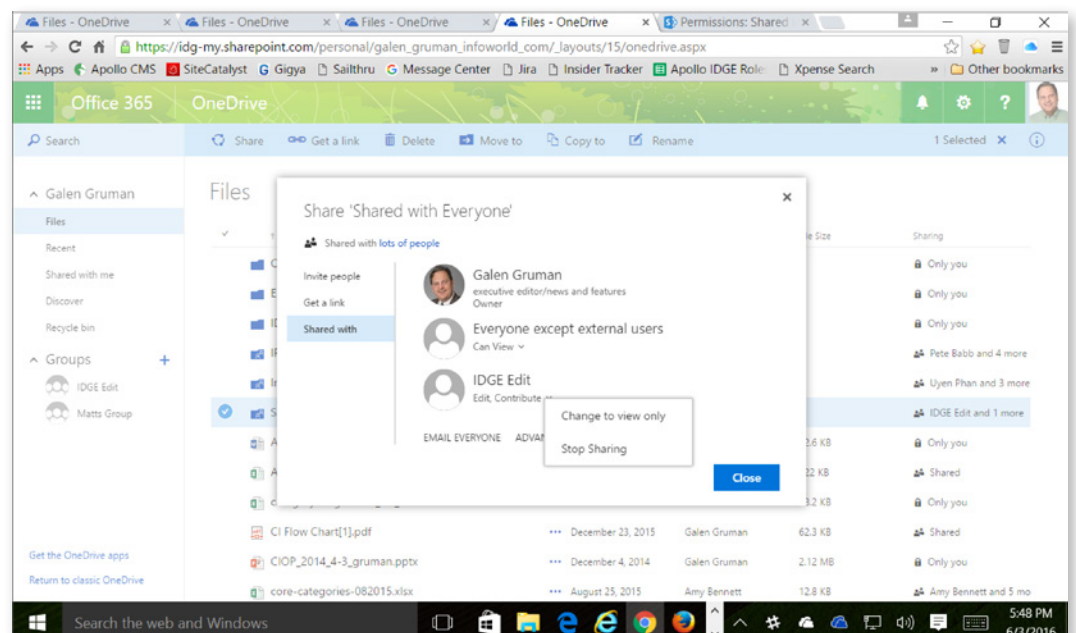


The Invite People option sends an email with a link to the file or folder — yes, you can share folders this way — for access in Office Online or OneDrive Online; you can specify editing privileges if desired, as well as include a note in the email your colleagues will receive, if you chose to send an email invite for the file.

The Get a Link option provides a link to the file or folder that you can share through any digital means you like, such as in a text message or embedded in a document. But you can't specify editing permissions through such a link. You have to

TIP: You can send invitations to groups of people, if IT sets up groups in Office 365. Unfortunately, Exchange email groups are not automatically available for OneDrive sharing; OneDrive groups must be established separately and be maintained by your admins.

Figure 14. Modifying access permissions for a specific folder or file in OneDrive Online.



Deep Dive

do that for the folder in which the file resides.

To specify the underlying access for a folder, select it for sharing as previously described and choose **Shared With**, then click or tap **Advanced** at the bottom of the window that appears. Check the recipient or group for that folder whose permissions you want to modify, then click or tap the **Edit User Permissions** button to assign the desired permissions.

You can also click or tap **Remove User Permissions** here to remove access to the folder and its contents. Another way to modify permissions for both files and folders is in the **Share With** window. You'll see all people and groups that have been granted access to the file or folder. Click or tap the person or group to change its permissions, as shown in Figure 14. The options depend on what permissions the person or group already has but will be at least one of the following: **Change to View Only**, **Allow Edit**, and **Stop Sharing**.

Sharing files from your computer or mobile device

You can share files directly from OneDrive on your PC, iOS device, or Android device — but not from your Mac, since Microsoft has yet to create a sharing extension for MacOS.

The basic technique is to select a file, then use a menu to share it as an emailed link — one of the methods available from Office 2016 apps. Or you can copy its link and paste it into a message or other digital medium. In other words, you have the same methods available as from Office 2016, but for any file type.

But how to select and initiate that sharing varies by operating system.

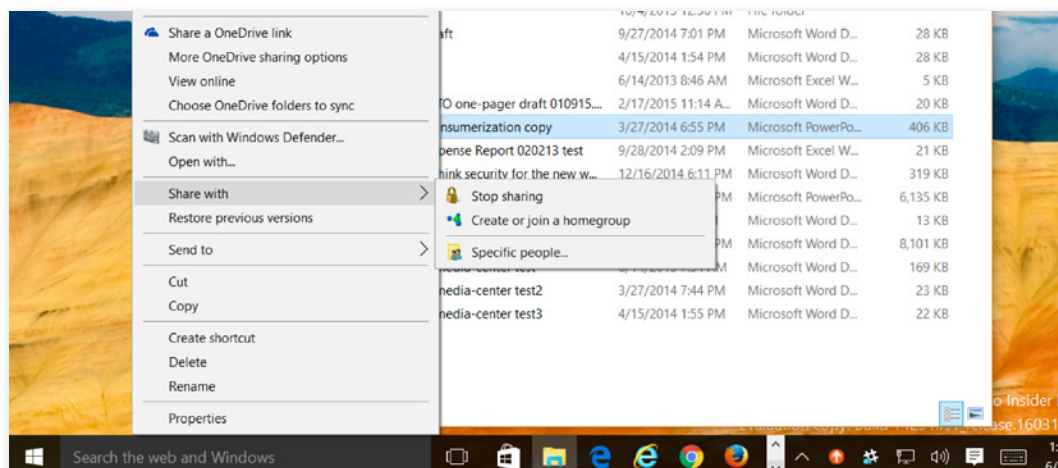
As Figure 15 shows, in Windows' File Explorer, you right-click a file stored in one of your OneDrive accounts and choose **Share With > Specific People** in the contextual menu that appears, then enter the email addresses of those people one at a time, clicking **Add** after each. Everyone is also an option. Be sure to set permissions for each person: **Read** or **Read/Write**. Select **Remove** to take them off the sharing list. Click **Share** when done. Recipients will get an email with a link to the file for access in Office Online or OneDrive Online.

If you send people an Office file, it will open in Office Online, where they can edit it in the browser or via an Office 2016 app. If it's not an Office file, they'll get the document in OneDrive Online, where they can view it or download it for use on their computer or mobile device.

You can also choose **Share a OneDrive Link** from the contextual menu, if available. Doing so copies a link you would then paste into a message or other digital medium.

In Windows 10's OneDrive app (see Figure 16), navigate to the desired files and click the **Select** button (checklist icon) — it can appear at the top or the bottom of the window — to display the selection boxes. Select the file you want to share, then click the **Share** button (the circle icon with three

Figure 15.
Sharing a
selected file from
Windows's File
Explorer.

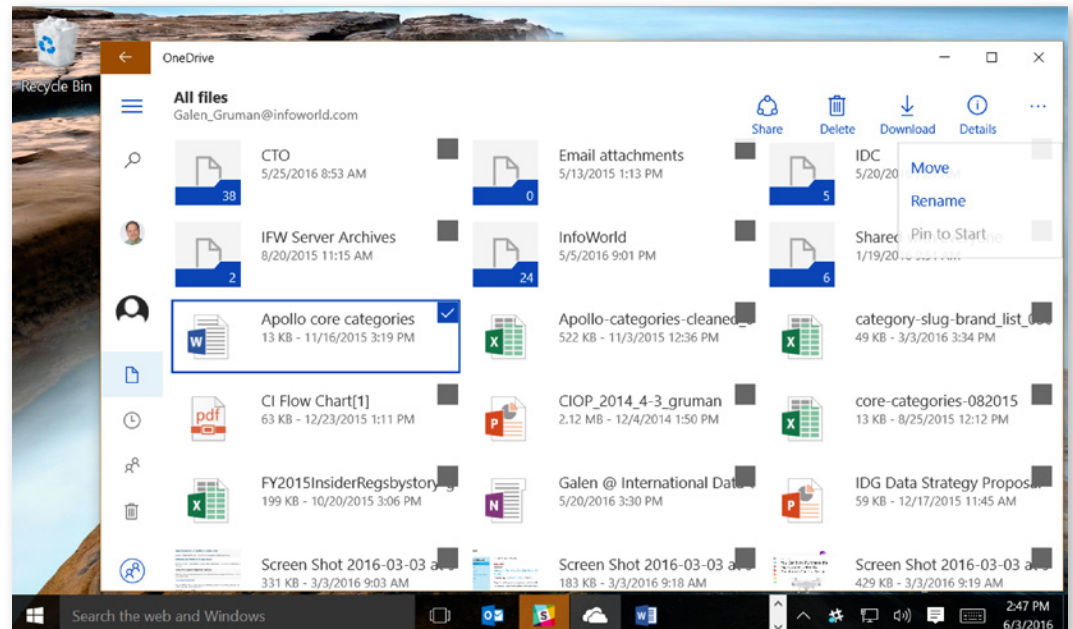


Deep Dive

nodes). If you select only one file, you get three options:

- Invite People, which sends a link to the recipients for access in Office Online or OneDrive Online. If you want the recipients to be able to edit the file, be sure to check the Allow Editing box in the form that appears where you enter the recipients' email addresses or Active Directory names.
- Send Files, which composes an email and attaches the files as independent copies for you to send from your default email client.
- View People Shared With, which does what it says.

Figure 16.
Sharing a
selected file
from Windows's
OneDrive app.



To share files in iOS's OneDrive app, tap and hold any file for a second or two. The selection bubbles then appear. Select the desired file. Then, as Figure 17 shows, tap the Share button and choose one of the buttons that appears at the bottom of the Share sheet: Invite People, Copy Link, Email in Outlook (this appears only if you have the Outlook app installed), and Send File.

If you choose Invite People, a new sheet appears where you enter the email address or Active Directory names of the recipients and can set the Allow Editing switch to On if you want them to be able to edit the files.

The Android OneDrive app works essentially the same way. But you don't have to do anything to display the selection boxes — they're always there. After you select the file to share, tap the standard Android Share button (the icon of a < with

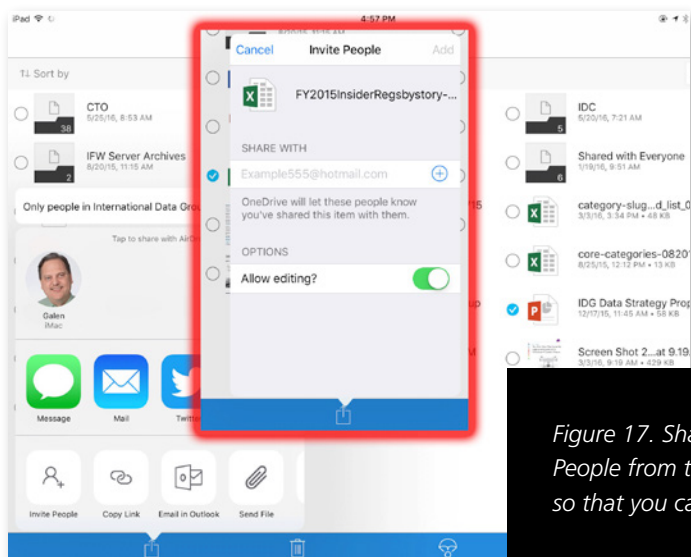
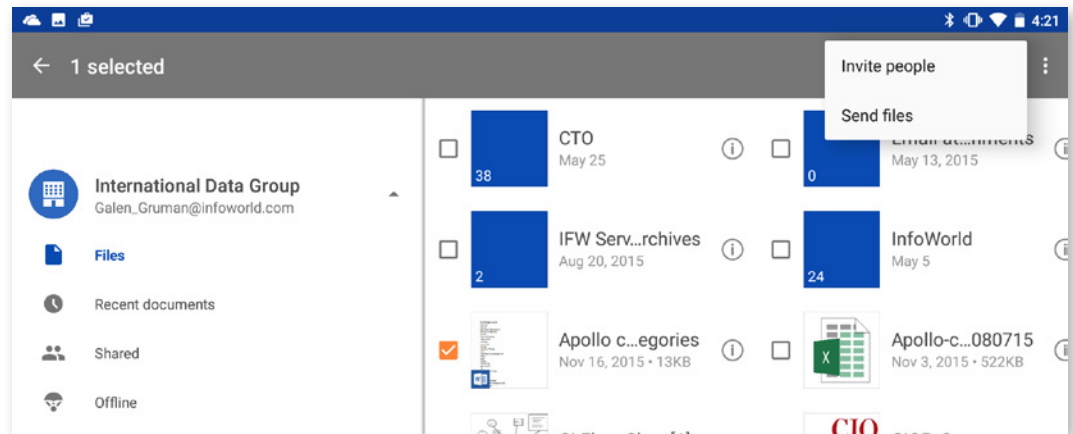


Figure 17. Sharing a selected file from iOS's OneDrive app. If you choose Invite People from the Share sheet (at bottom left), the sheet outlined in red appears so that you can specify the recipients and editing permission.

Deep Dive

Figure 18.
Sharing a
selected file
from Android's
OneDrive app.



three nodes) at the top of the screen, then choose Invite People or Send Files from the menu that appears, as Figure 18 shows. These options work exactly as they do in Windows 10 and iOS.

TIP: In all three OneDrive apps, if you select multiple files, your only sharing option is Send Files.

Accessing files shared to you by others

No matter where you use OneDrive, you can see your files — that is, the ones you saved to OneDrive. But you may not see files shared to you by others.

That's because OneDrive does not expose files shared to you by others in either the Windows File Explorer or the MacOS Finder. You can see files shared with you only in the OneDrive apps, via a browser at OneDrive Online, or in some cases from Office 2016.

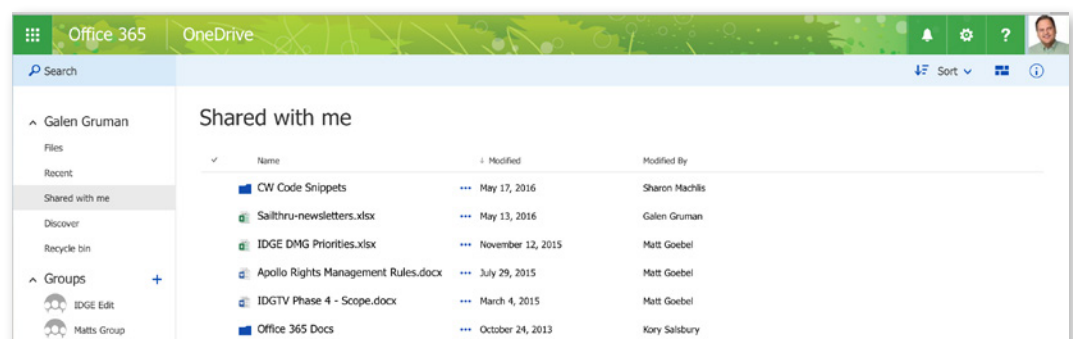
If you use other cloud storage services — Box, Dropbox, and Google Drive — that will come as a shock, since they all show you the files shared to you in both computer operating systems and in their apps. OneDrive's lack of support for file-system access to files shared by others also means you can't use OneDrive as an ad hoc network drive to collaborate on a project together, on files contributed by multiple people.

Microsoft's solution for that is to use SharePoint, which requires IT to set up and manage shared folders for members of Active Directory groups. But SharePoint's integration with native file systems (both Windows and MacOS) is also poor, and you're basically forced to use the same clients for SharePoint access as you already have for OneDrive access. There is now a SharePoint app for iOS to access users and sites, with Windows and Android (but not MacOS) apps planned. Still, it is not really a solution for platform-agnostic collaboration.

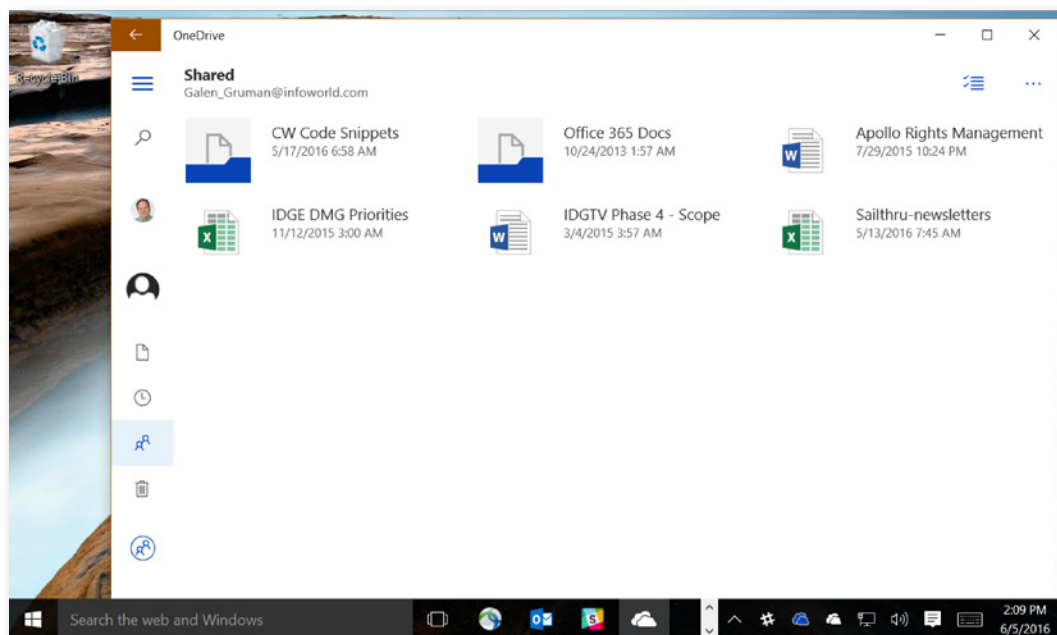
Given those limits, what can you do? You can access files shared by others in three ways.

One way is to bookmark the shared files' URLs in your browser, so you can open the documents

Figure 19. You
can see all files
shared with you in
OneDrive Online,
as well as all files
you've placed in
OneDrive yourself.



Deep Dive



in Office Online or OneDrive Online. Basically, make your browser your file system for shared documents. If your browser is set to sync bookmarks and settings to all your devices (which Safari, Chrome, Internet Explorer, and Firefox can do across their supported platforms), then that pseudo file system of bookmarks is also shared among them, giving you broad access to the documents.

The second way is to go to OneDrive Online in your browser and click Shared With Me in the file list's sidebar, as Figure 19 shows.

The third way — in Windows, iOS, and Android but not available to MacOS — is to open the OneDrive app and open the Shared With Me window by clicking or tapping the Shared With Me button, which is an icon of two people. (The location of the icon depends on the operating system but will be grouped with other buttons.) Figure 20 shows this method in Windows 10's OneDrive app.

Figure 20. The OneDrive app (Windows 10 versions shown here) can show you which files are shared with you.

Happy collaborating with Office 365

Despite confusing setup issues, functional inconsistencies across platforms, and not-fully-baked permissions management in Office 365 for document sharing, I strongly recommend you adopt these capabilities in your work environment.

Once you get past the initial hurdles, you'll find it's a very powerful tool to work easily across multiple devices and to share with other users. If you've used Google Docs, you'll understand its power. Office 365 brings that sharing power to world-class productivity tools, a combination that is unbeatable today. ■

*InfoWorld executive editor **Galen Gruman** analyzes the latest issues in mobile technology and user-facing technology. He has written [more than 40 how-to books](#), on iOS, iPad, Windows 8, MacOS, and desktop publishing. He is also the editorial CTO for IDG US Media, InfoWorld's parent company, and an adjunct analyst focused on mobility at IDC's IT Executive Program.*