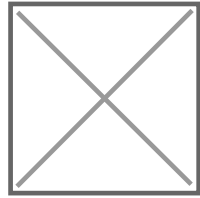


How to give OneDrive access to another user



- Firstly, sign in to Office 365.



- Click the app launcher and open “OneDrive.”



- Once OneDrive is open, click on the Settings icon.

- Click on “OneDrive settings.”



- Click on “More Settings” on the left menu.

- Click on “Return to the old Site settings page.”

- Under “Users and Permissions,” click on “Site permissions.”

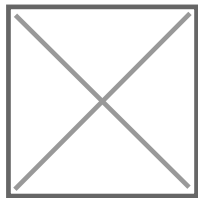
- Click “Grant Permissions.”

- Enter the name or email of the user who will get access.

- Click on “Show Options” and select the correct level of permissions.

- Finally, click on the “Share” button.

How to give OneDrive access to another user (administrator):



- First, go to your Admin center.



- Click on the menu icon and select “Show all” to reveal more options.

- Then select “Sharepoint” from the list of admin centers.

- In the SharePoint Admin Center, click : “More Features” in the left menu.

- Then, click the “Open” button under the “User profiles” header.

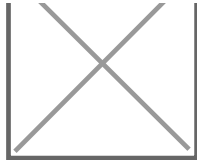
- Click the “Manage User Profiles” link in the “People” section.

- Enter the account name in the “Find profiles” box and click the “Find” button.

- Left or right click on the account name when it appears in the list.

- Then select “Manage site collection owners” from the popup menu.

- Enter the name of whoever you’re giving access to and click “OK.”



- Head back to your **Admin center**.



- Click the menu icon in the Admin center's top left corner.
- Click on "Users" to reveal more options.
- Select "Active Users" from the revealed options.
- Next, click on the name of the original OneDrive account owner.
- Click the "OneDrive" tab.
- Then click "Create link to files."

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