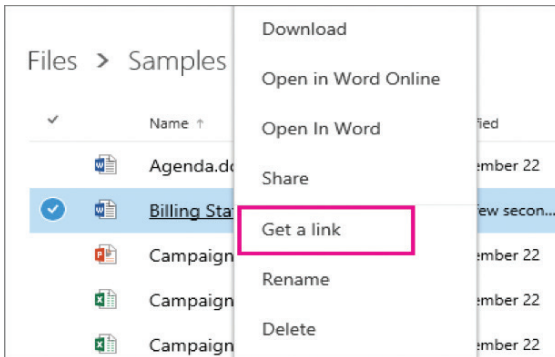


Share a file by using Get a link

You can share a link to a file that others can also share by using Get a link. Get a link is available only for individual files, but it is the easiest way to share files with everyone in your organisation or to share with people externally.

Go to the OneDrive for business folder that has the file you want to share.

Right-click the file you want to share, and then select Get a link. If you do not see Get a link, click **Share**, and then click get a **link**.



Choose the type of link you want to create.

