Emailing a Document Link

If you wish to email a link to a group of people, you can follow these steps. However, be aware that anyone with this link will be able to edit and see your document.

1. Navigate to your OneDrive for Business Documents page, and select the document you wish to share by clicking the check mark on the left side of the title.

2. Open the Files ribbon by clicking on the button above your profile picture.
3. Click the **Share** button, located in the **Share & Track** section.

4. Click the **Get a link** tab and then, under **Edit**, select **Create link**. This link will continue to work until you disable it, by clicking **Disable**, which shows up after creating the link.