

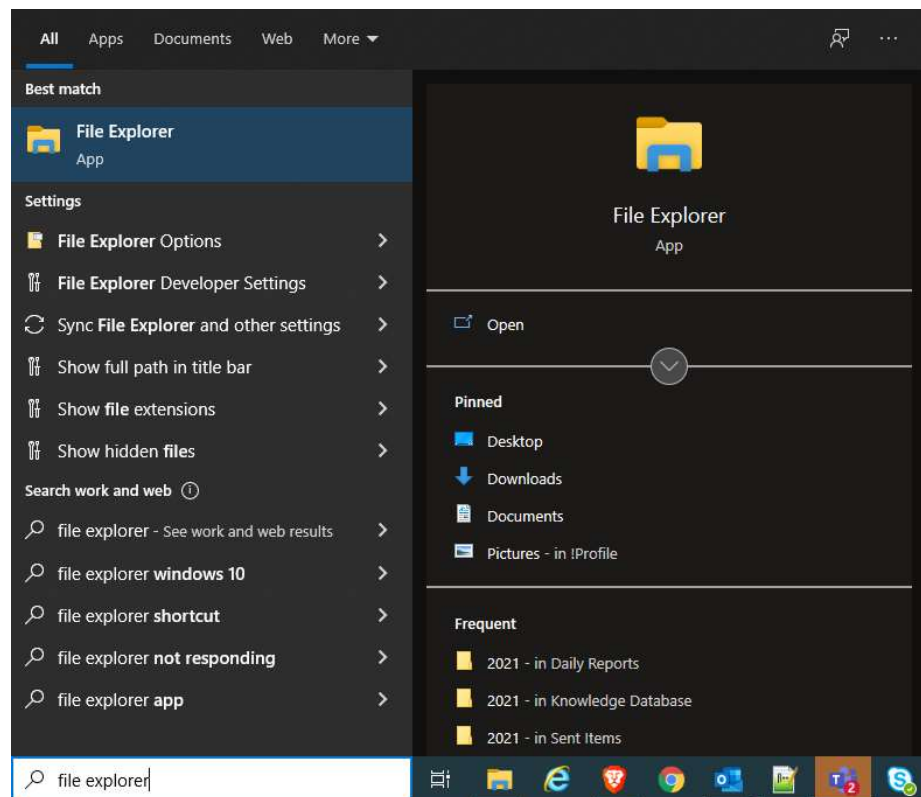


Using OneDrive to Share a Folder

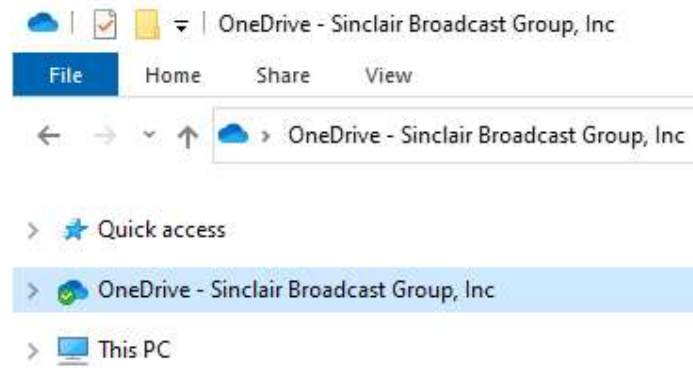
I. Create a new folder to share in your OneDrive:

A. Open **File Explorer** using one of the following methods:

1. Click on the **folder** icon on the **Task Bar** at the bottom of your screen: 
2. Click on the **Windows** (aka “**Start**”) button in the bottom-left-corner of your screen:  Type “file explorer” and open the application:

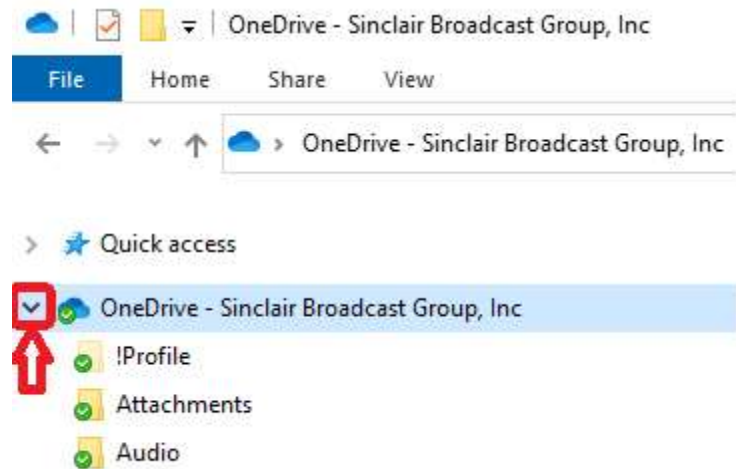


B. Find the link on the left-hand side of **File Explorer** that says, “**OneDrive – Sinclair Broadcast Group, Inc**”:

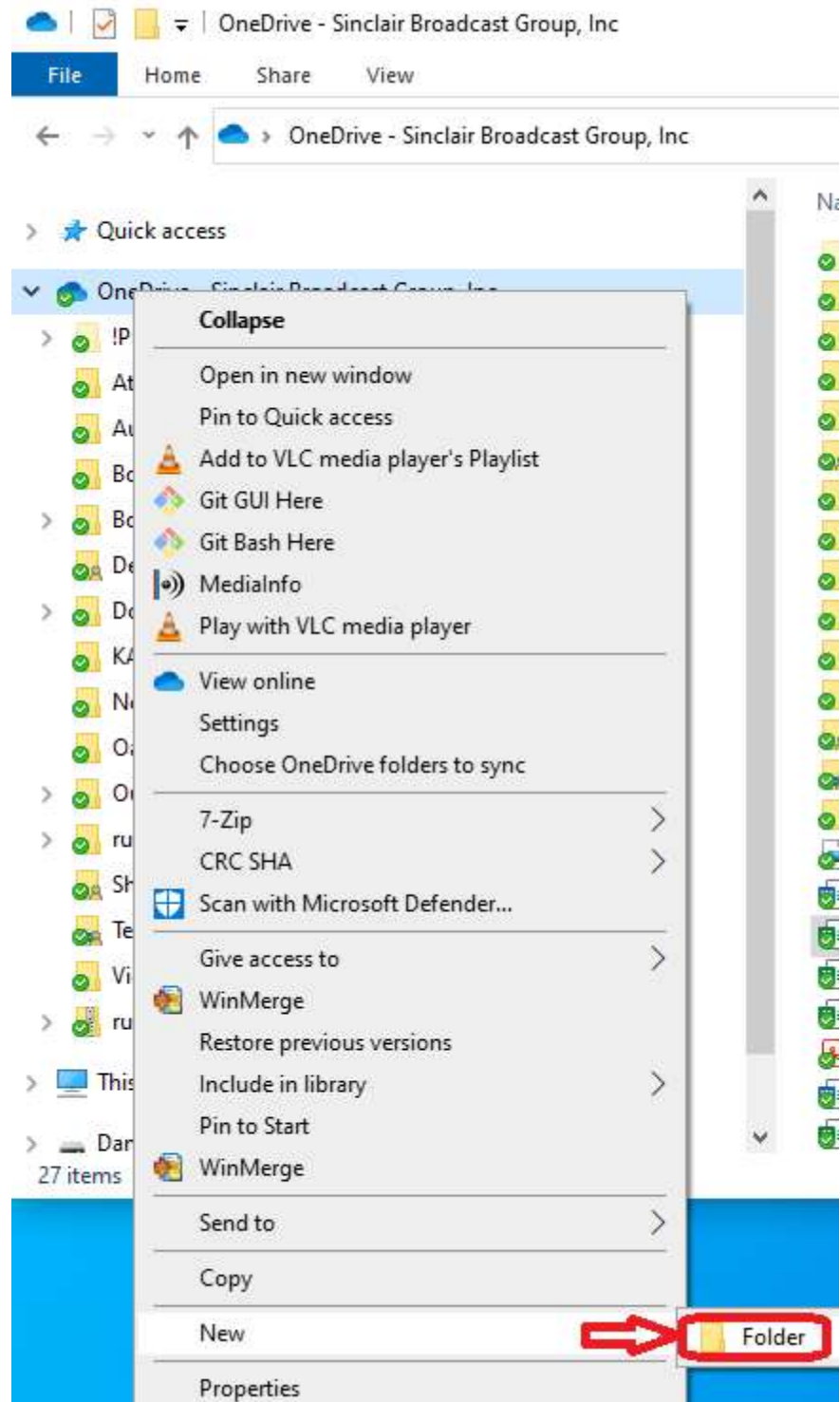


1.

C. Click on the “carat” or “arrow” at the left to “open” and show all your **OneDrive** folders, if not already open:

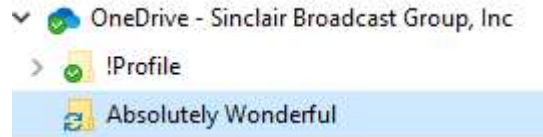


- 1.
- D. Create a new folder using one of the following methods:
 1. Right-click on the **OneDrive – Sinclair Broadcasting Group, Inc** folder, then scroll down to **New**, then click on **Folder**, then enter the name of the folder (e.g. “Absolutely Wonderful”):



- 2.
3. Or, left-click on the **OneDrive – Sinclair Broadcasting Group, Inc** folder, then left-click in the right-hand pane of **File Explorer**, then create a new folder by pressing the **CTRL+N** keys and naming the new folder.

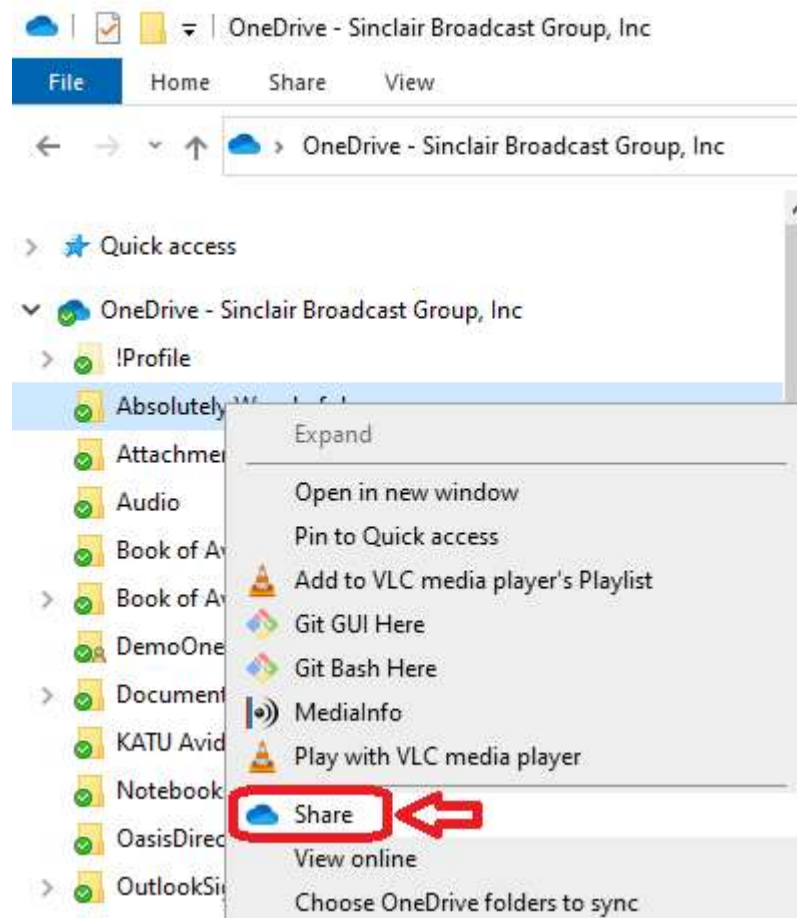
4. Note: Your new folder will show a pair of arrows circling each other, indicating that the new folder is being synchronized to the Cloud. When synchronization is complete, the arrows will change to a green check mark, indicating that it is fully backed up:



5.

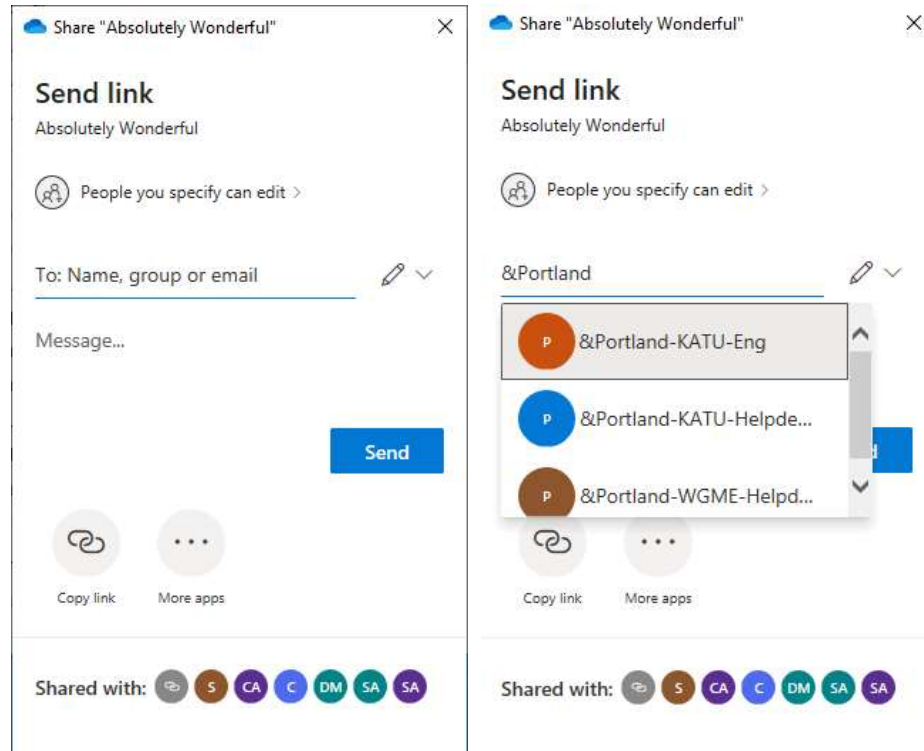
II. Share your new folder:

- A. Right-click on your new folder and left-click on **Share**:

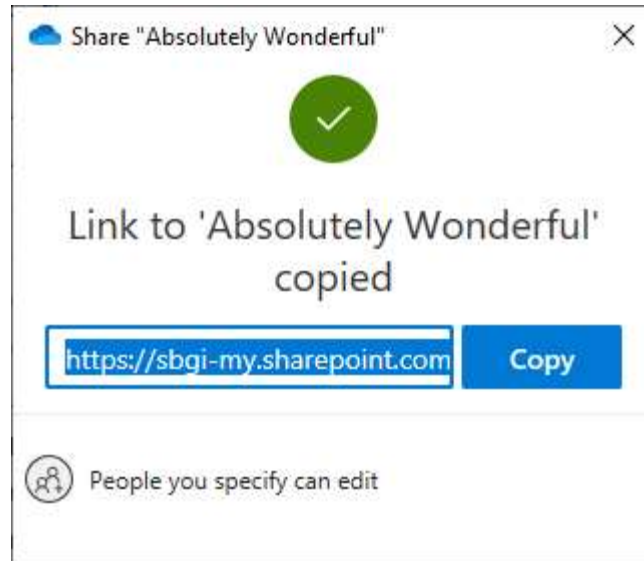


1.

- B. Enter the name of the group or person you want to share the folder with on the "To: Name, group or email" line (once you start typing, options that match will start to appear) and click on the **"Copy link"** button:



- 1.
2. Click on the **Copy** button to copy the link to the shared folder to your clipboard:



3.

- C. Open a new email or document and paste the link into it using **CTRL+V**.
- D. Send the link to the users you plan to share the folder with.

III. For Recipients: Connecting to the shared folder:

- A. The user needs to click on the link sent to them via email, which will open the shared folder in the OneDrive web interface. Clicking on "Add shortcut to My files" will make the folder show up in the recipient's File Explorer:

