



How to create a shared, editable folder

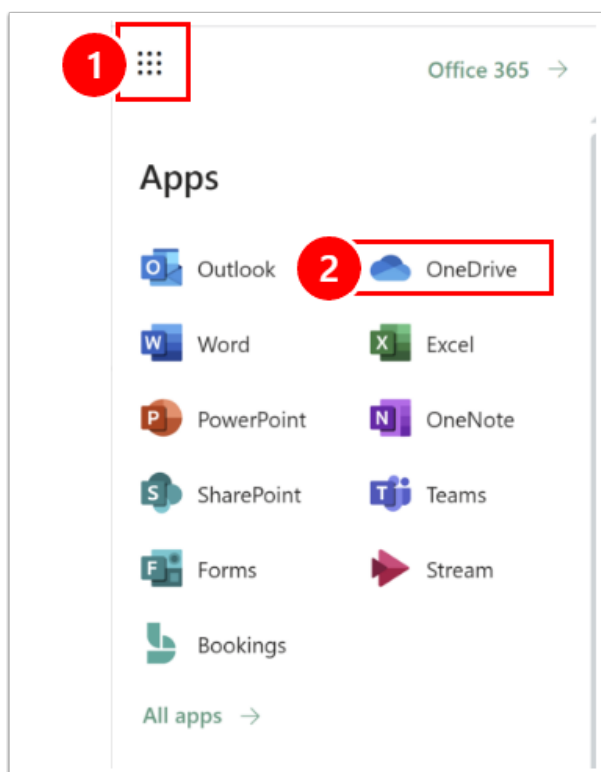
This guide demonstrates how to create a shared to the University of Toronto editable folder. This is useful for when you'd like to share a folder to colleagues and have them upload and modify the contents of that folder. These settings enable anyone with a UofT O365 account to access the folder, so be careful with how you select to use it.

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1. Go to OneDrive



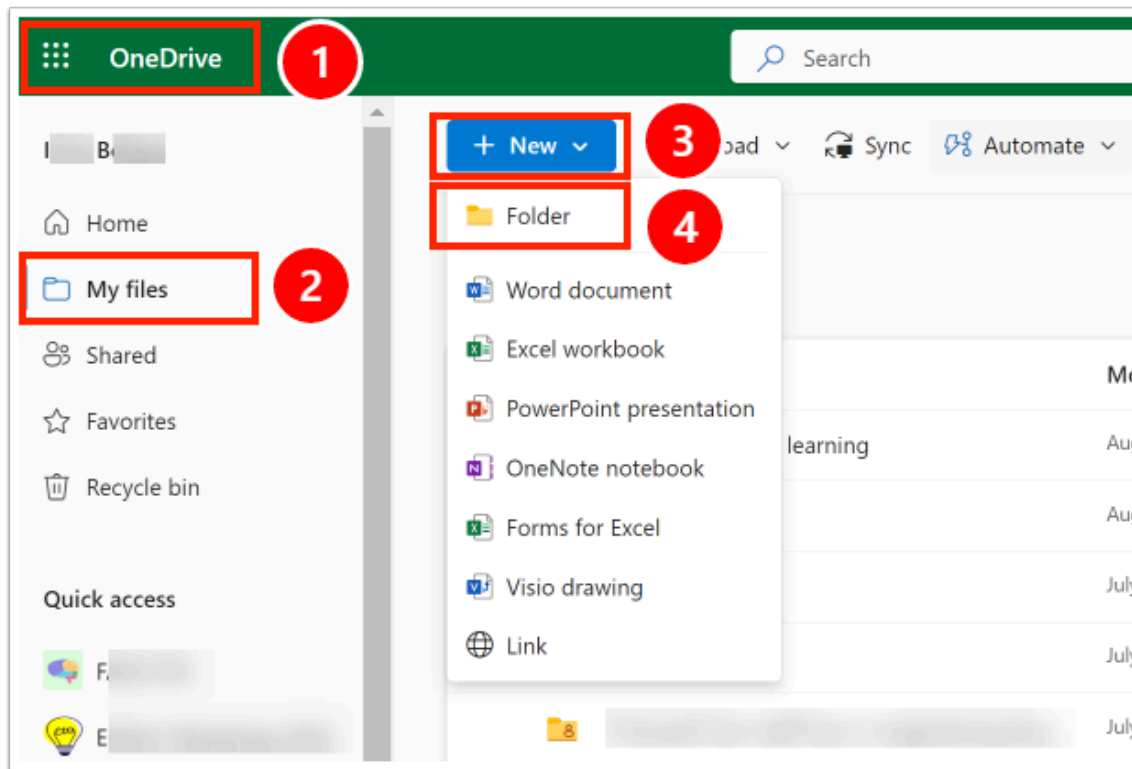
Login to your [O365 account using your UTORid and Password](#). Please note that there are multiple ways to create a shared OneDrive folder; this is just one method.

1. Use the Menu to open your O365 apps.
2. Navigate to OneDrive.

 **Can't see OneDrive?** Select Office 365 in the top right (or All apps) to see more!

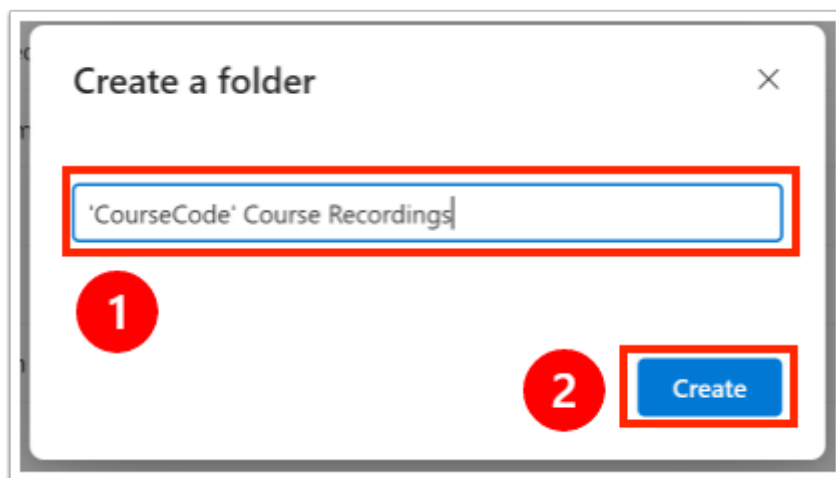


2. Select "+New" button > Folder



1. Confirm that you are in OneDrive.
2. Select "My Files"
3. Select on "New" blue button.
4. Select on "Folder."

3. Enter your Folder Name







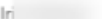


1. Name your folder.
2. Select **Create** button.



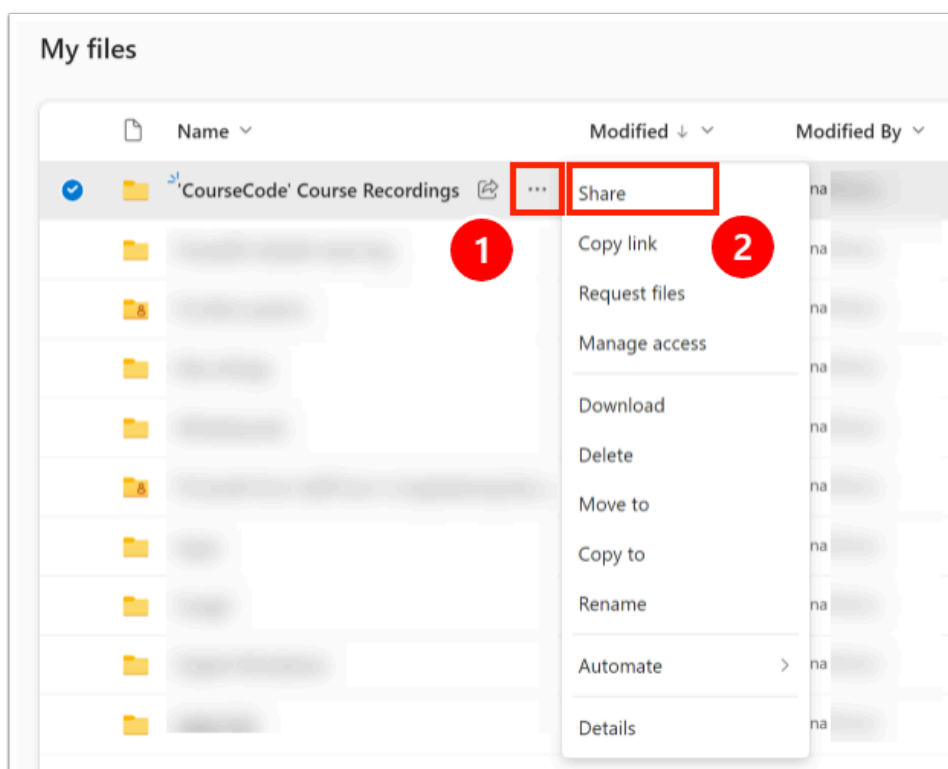
4. Change the Sharing Permissions on your Folder

My files

	Name ▾	Modified ↓ ▾	Modified By ▾	File size ▾	Sharing
	 'CourseCode' Course Recordings	A few seconds ago	In 	0 items	<div>1</div> Private
		August 18, 2022	In 	1 item	Private

1. The default sharing permission is **Private**. To create a folder that others can edit, you must change the permission to shared.

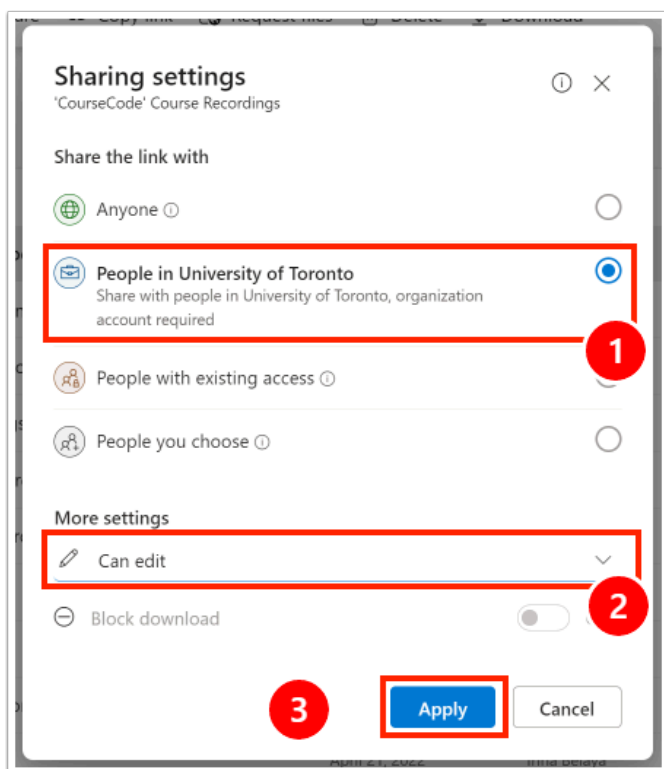
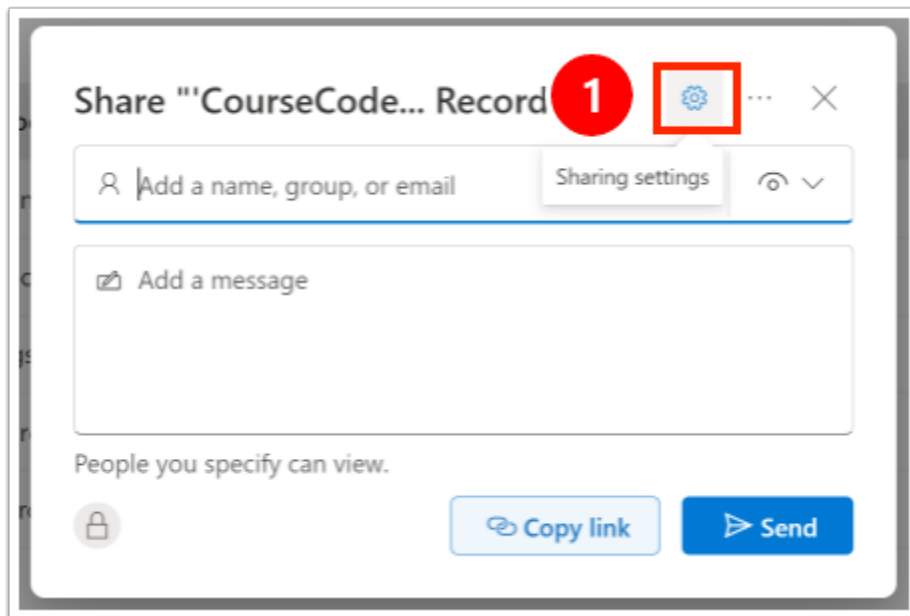
4.1. Open the folder settings using the settings menu



1. Select on the settings menu to expand it.
2. Select **Share** option.



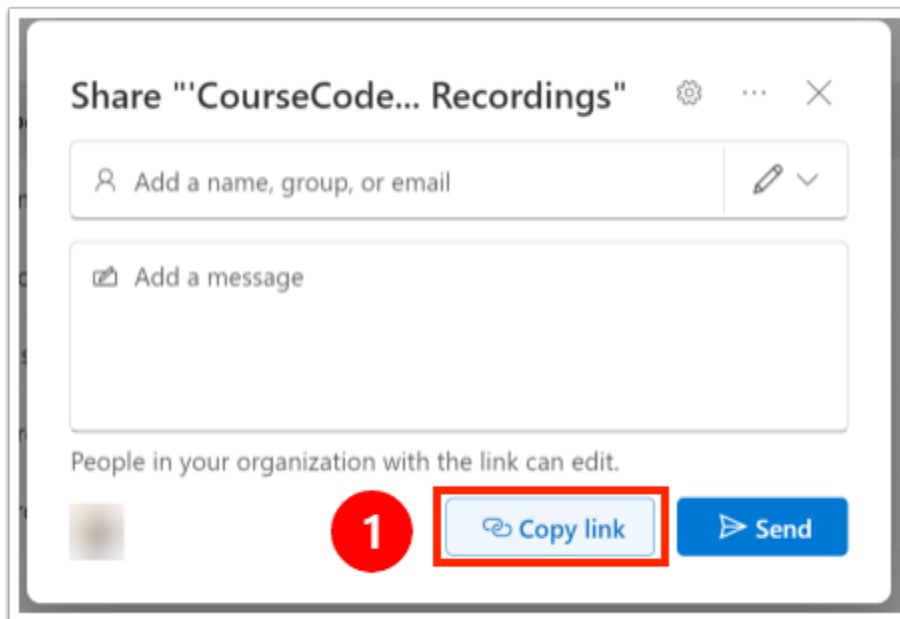
4.2. Change to "People in University of Toronto" and "Allow Editing"



1. Select **Gear** icon
2. Select **People in University of Toronto with the link**
3. Select **Can edit** under More settings
4. Select **Apply**

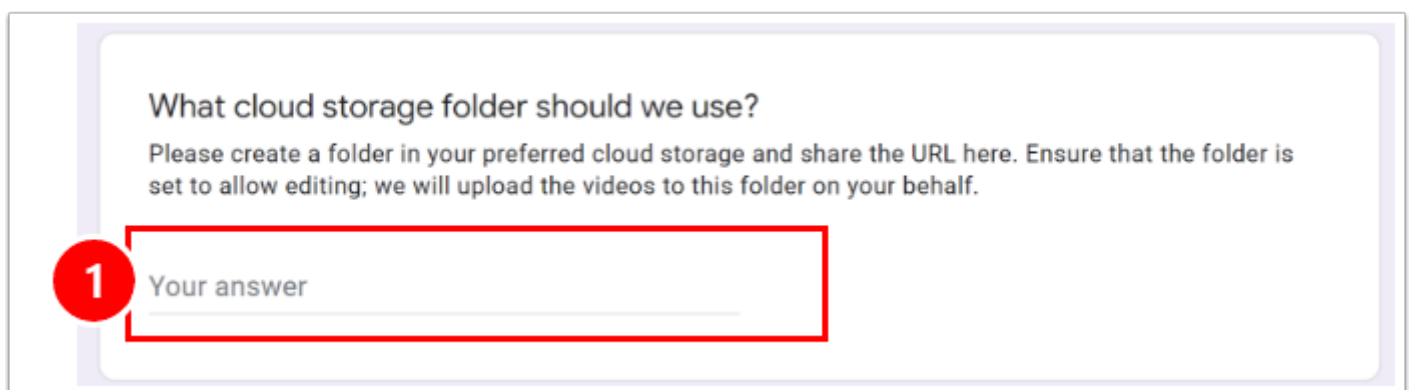


4.3. Select "Copy Link" to generate the link to the folder



1. Select **Copy Link**

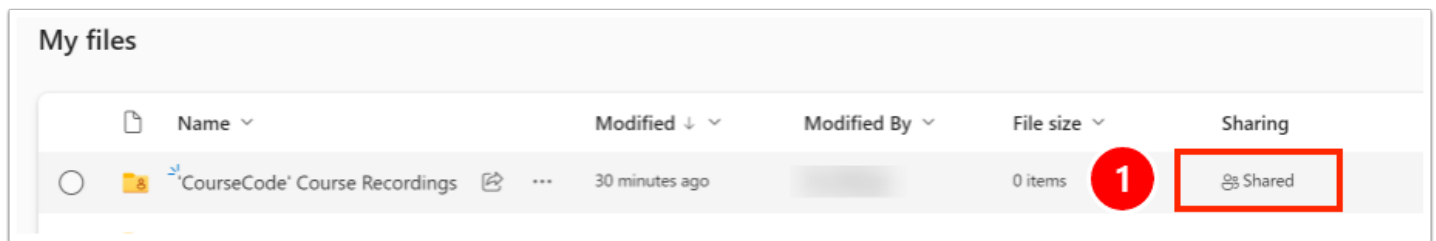
5. Paste the link to the destination (or save for later)



The folder is now created and you can return to it in your OneDrive as needed.

6. Confirm new sharing settings

After you've changed the sharing settings, you should see that the folder sharing setting has changed from **Private** to **Shared**.



1. Note if the new sharing setting is "Shared."