5. Enter **Names or email address** to send the link to. Select the **Pencil** to choose if the person(s) can edit or can view.
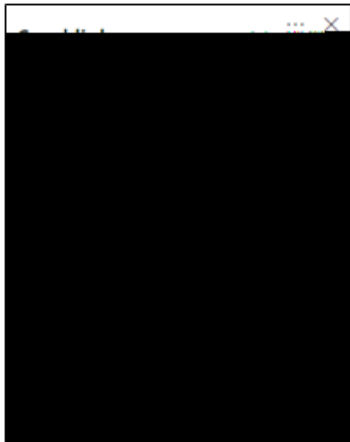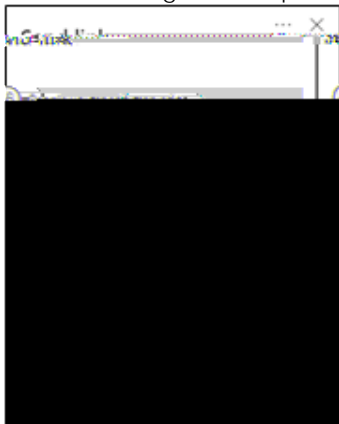

6. After entering the recipients, add a message (if wanted) and select **Send.**

Option 2

1. Locate the **File** or **Folder** you wan to share.

My files

Name ∨   Modified ∨

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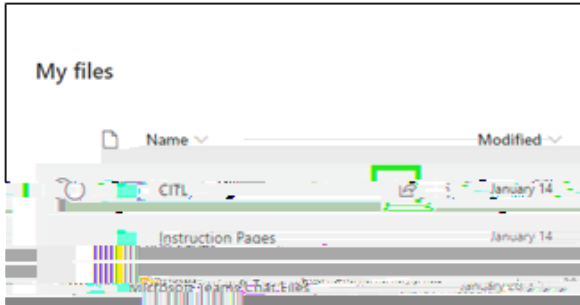
3. Add at least one **recipient** (it does not send the link to them) and select **Copy link**

Send link   ··· ×

People you specify can edit   >

Send

4. The link will be copied to your clipboard and you can send it however you would like.

Option 4

1. Locate the **File or Folder** you want to share.

+ New ∨   Upload ∨   Sync   Automate ∨

My files

Modified ∨   Name ∨

January 14

Microsoft Teams Chat Files
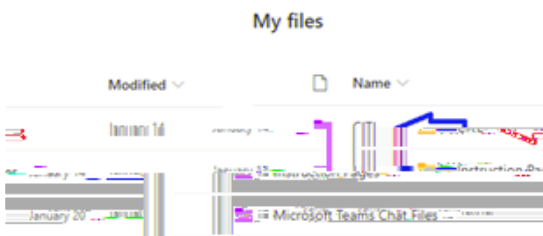
2. Hover the mouse over the file and select the **Show Action** button (three stacked dots).

My files

Modified ∨   Name ∨

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3. Select **Copy link**

4. The link will be copied to your clipboard and you can send it however you would like.