**Share a Folder or File on the SkyDrive**

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| Share a Folder  |
| Once in the folder you can use the drop down menu under share.NOTE:If you want the folder to appear on the left hand side then you need to go to your profile and make that person a friend first. If you want to just share only, this will come through your email and the person you shared with must always go to their email account to open.  |  |
| If you click on Share permissions you can determine how much you will allow someone to assess or edit your file.  |  |
| Under send a link, you can send a link to someone you know. You can write a message to go with the link. You can also require the recipients to have a w Window live ID to access the file.  |  |
| I can also create a link to send on your own.  |  |
| Share a file |
| Look at the list of files. When the mouse rolls over the file name a menu will appear and Edit permissions and Send a link are the choices. It works the same as the folders.  |  |