

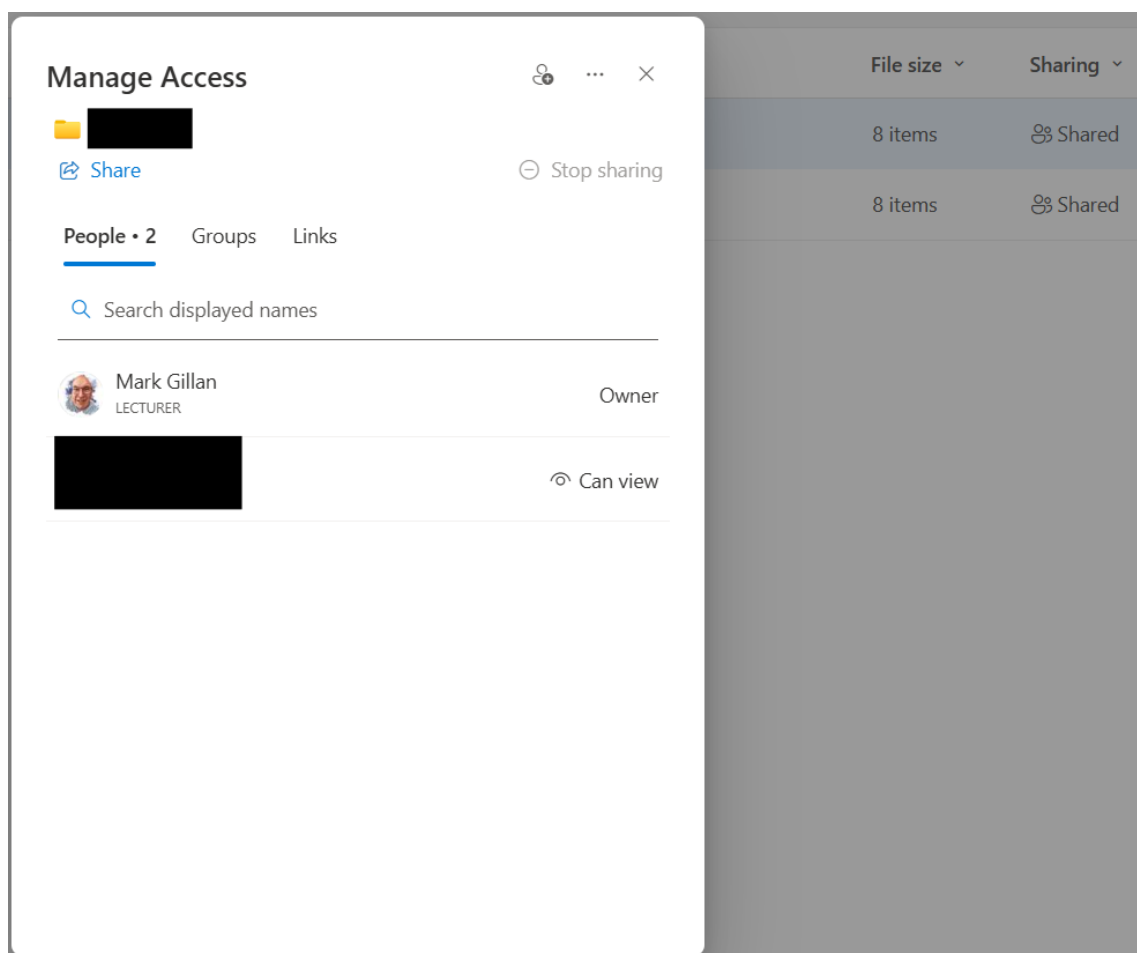
One Drive Share Change Permissions

MANAGE ACCESS

Right-click on Shared folder > Manage Access > Click on Person listed in share > Click on the view type (for example, Direct Access: can view) > Select radio button for 'Can edit' (Make any changes) > Apply

Or, click on the 'Shared' listing, then the person listed to change > change from 'Can view' to 'Can edit' (make any changes)

Here it all is with screenshots showing you...



Click the 'Can view' to change.

← Manage Access

×

Access summary ⓘ

can view

Ways this person has access

▼ Direct Access: can view

Apply

Cancel

At the moment, this person can only view, not edit. This is a summary of the share.

Click the 'Direct Access: can view' to change.

← Manage Access

×

Access summary ⓘ

can view

Ways this person has access

^ Direct Access: can edit

Direct Access grants access permissions without the use of a link

☒ Can edit
Make any changes

☐ Can view
Can't make changes

☐ Can't download
Can view, but not download

☐ No direct access

Apply

Cancel

Select the radio button as shown to 'Can edit: Make any changes'

Click 'Apply'

The other person can now edit, meaning they can add sub-folders, add files, etc. etc.

Note: This is fine if you trust the person with the folder.

Lecturers NEED the access to retain your work for Internal or External Verification.