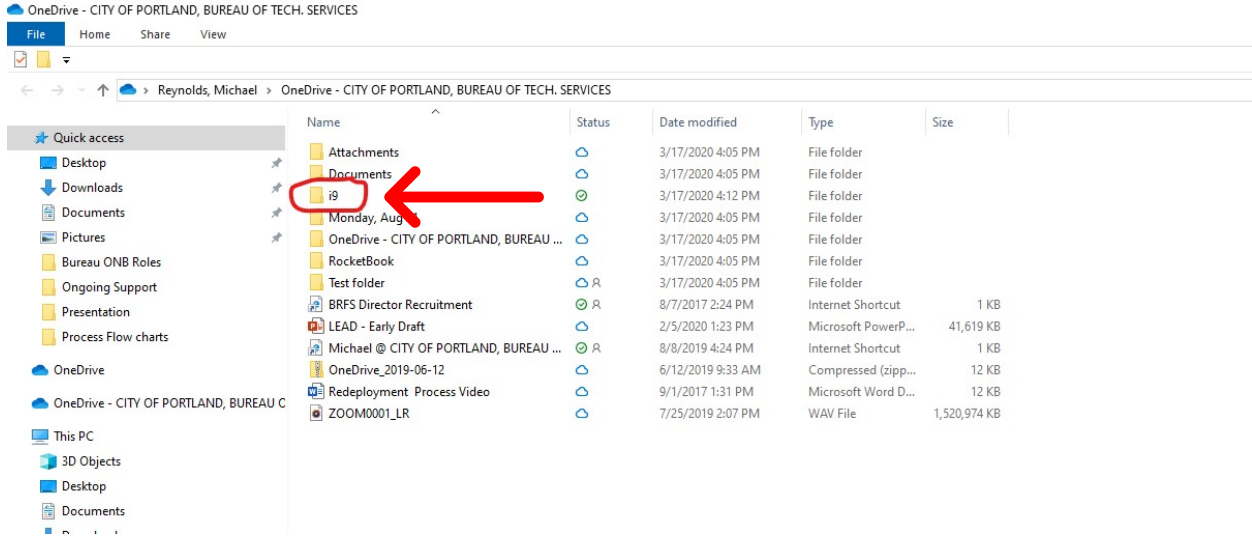
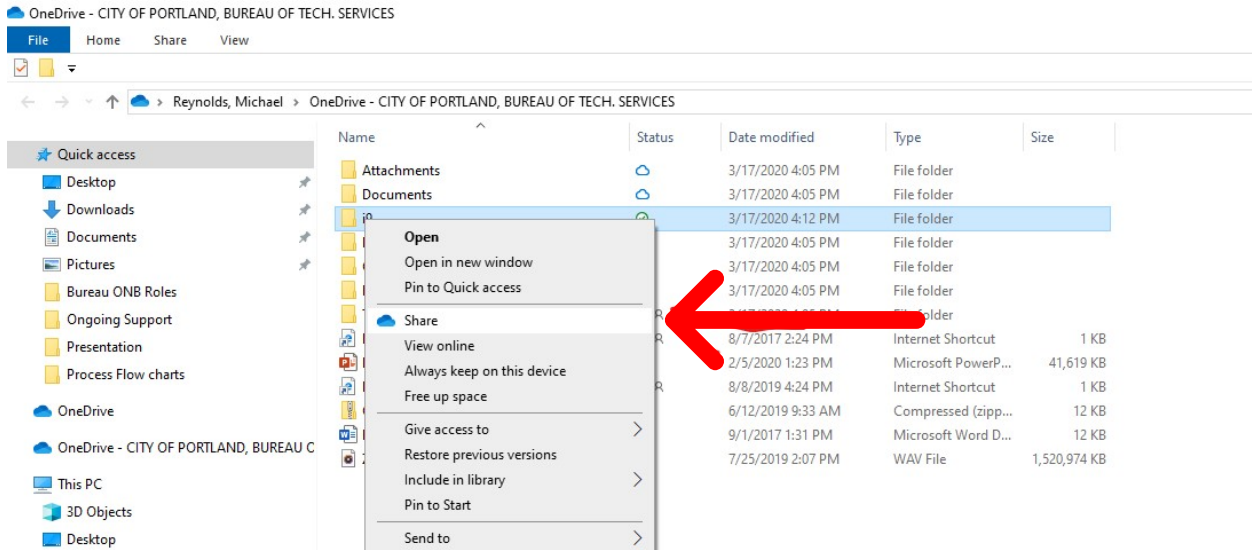


# OneDrive Password Instructions

## Step 1: Create a folder in OneDrive titled i9

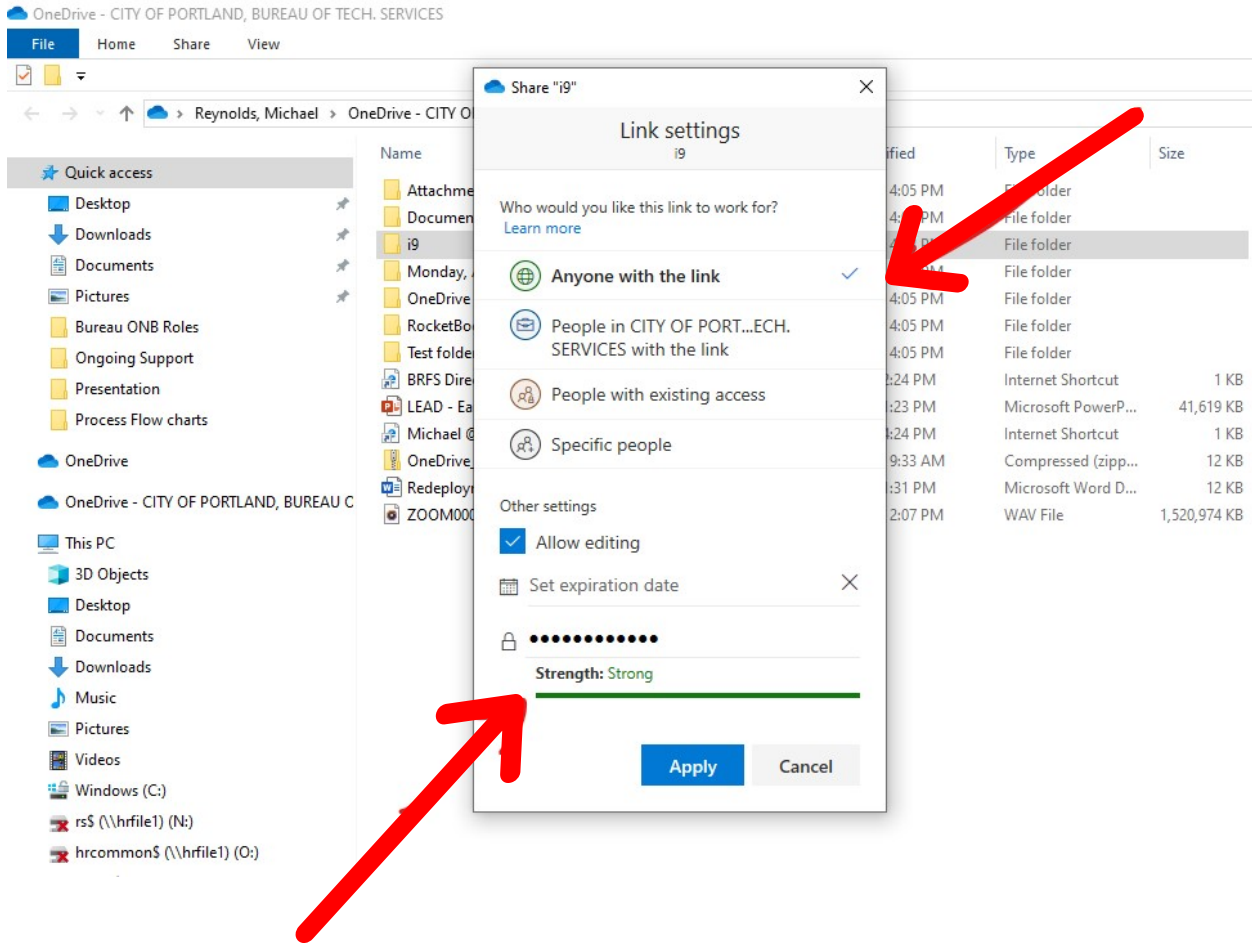


## Step 2. Right click on the folder and click share.

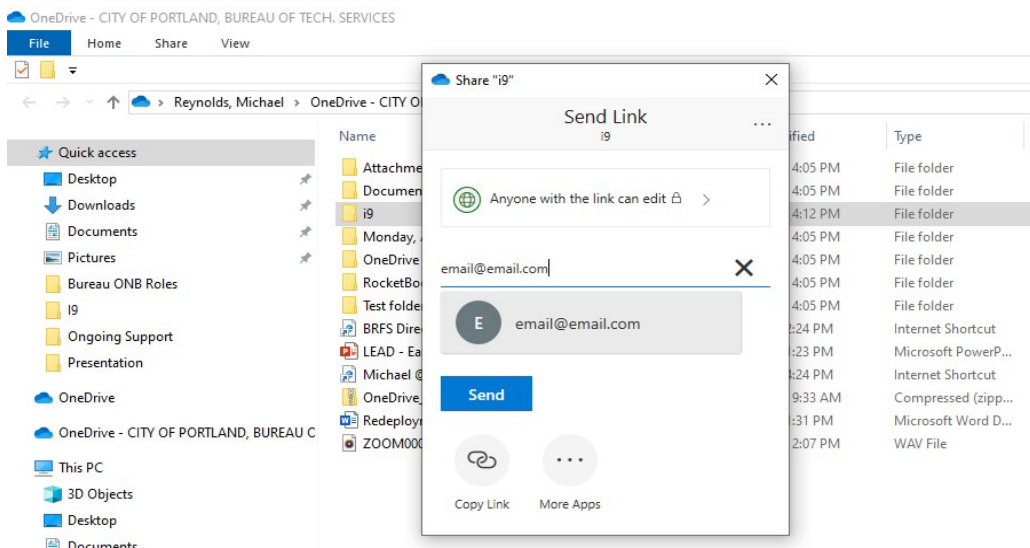


**Step 3: Ensure “Anyone with the link” is selected.**

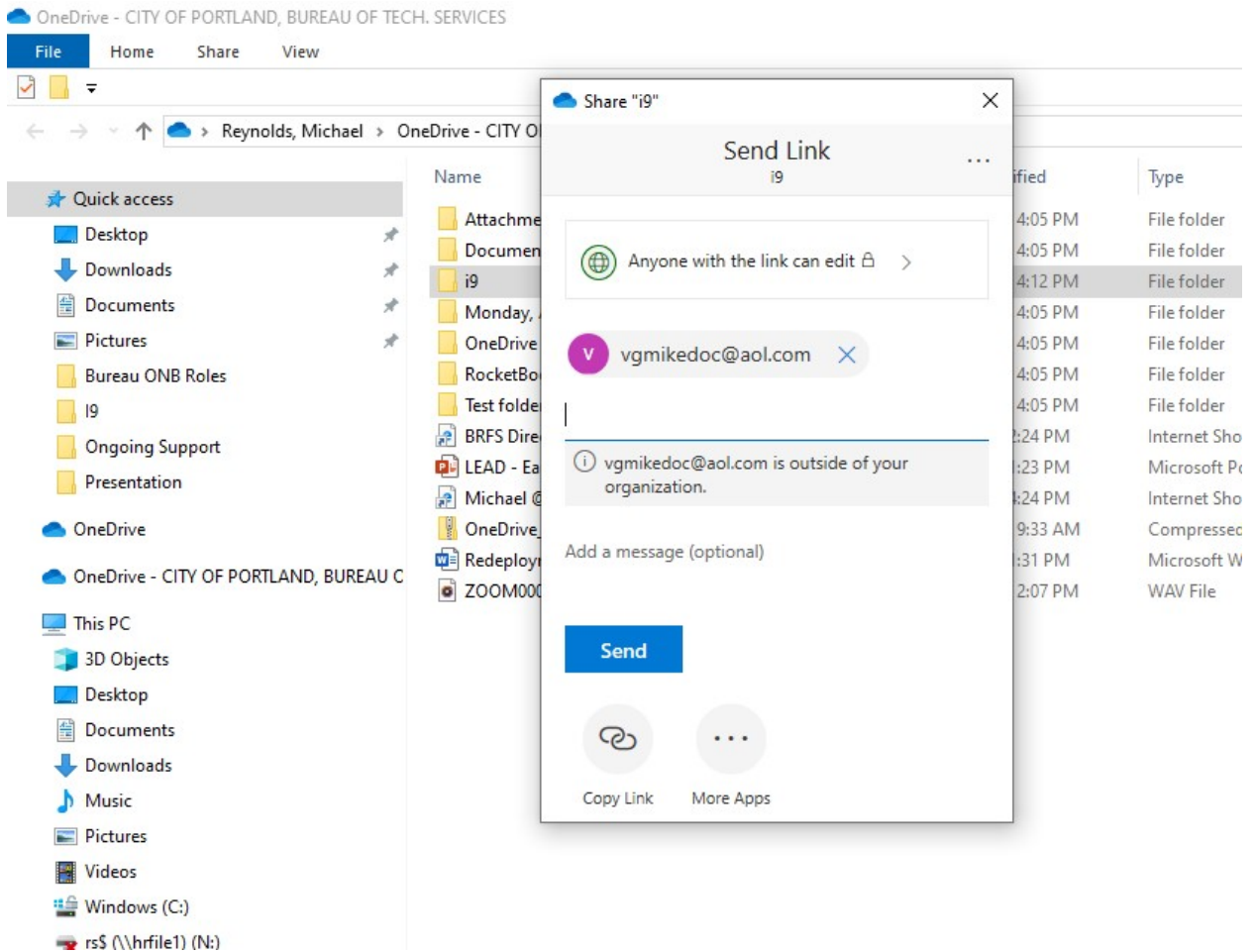
Type a password into the “Password” field. You will need to send this password to the recipient, preferably in a separate email, so they can open the folder. Click “Apply”.



**Step 4. Enter the email address of the recipient. Make sure to click the box below the field when the recipient's email pops up.**



**Step 5. You will see the recipient's email address in a shadowed box. Now click "Send".**



The screenshot shows the OneDrive web interface for a user named Michael Reynolds. A 'Share "i9"' dialog box is open, showing the sharing settings for a folder named 'i9'. The sharing permissions are set to 'Anyone with the link can edit'. The recipient's email address, 'vgmikedoc@aol.com', is entered in the recipient field and is highlighted with a grey shadow. A message box below the recipient field states: 'vgmikedoc@aol.com is outside of your organization.' The 'Send' button is highlighted in blue. Below the 'Send' button are options for 'Copy Link' and 'More Apps'. The background shows the OneDrive file list with various folders and files, including 'Attachments', 'Documents', 'Monday', 'OneDrive', 'RocketBo', 'Test folder', 'BRFS Dire', 'LEAD - Ea', 'Michael @', 'OneDrive', 'Redeploy', and 'ZOOM000'.