

# Attaching links for OneDrive and SharePoint files in Outlook

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**Version: 0.1 | Draft**

## Introduction

### Overview

When using cloud-based files on Microsoft OneDrive and SharePoint, it is possible to share 'links' to files, rather than separate copies. This allows multiple people to work on the same document simultaneously, without creating many different versions. All users are also able to see one another's changes, making collaboration much easier.

### In This Guide

We will show you how to attach a link to a cloud-based document in an email in Microsoft Outlook.

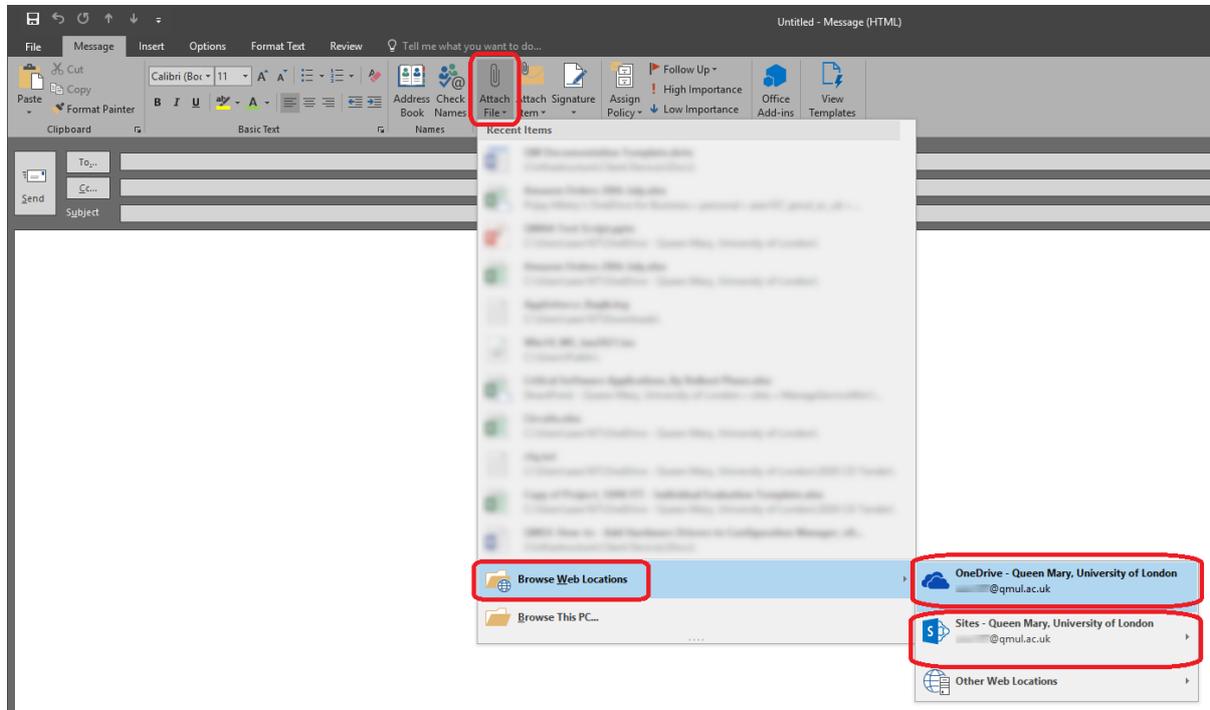
### Before You Begin

Please ensure you have cloud-based storage (OneDrive) enabled on your college account. While these steps may work on many devices that use the same apps, this guide is specifically for QM centrally managed machines running up-to-date versions of Microsoft Office.

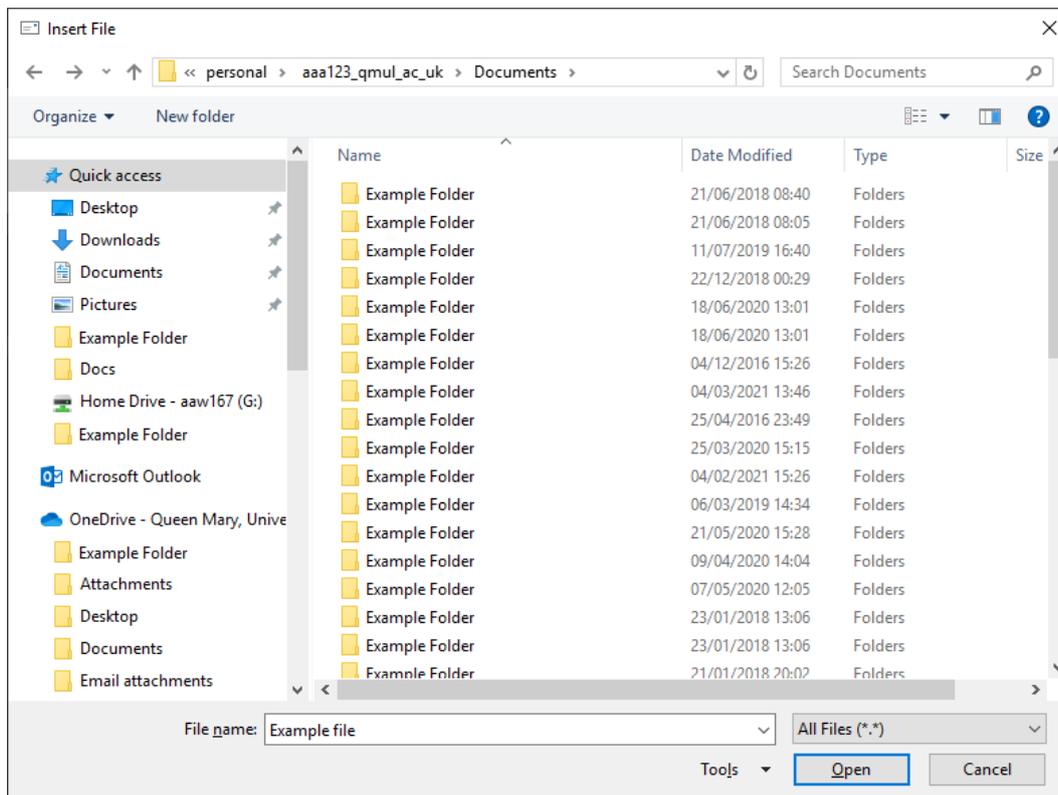
## Guide

When composing an email in Outlook, click the 'Attach File' button.

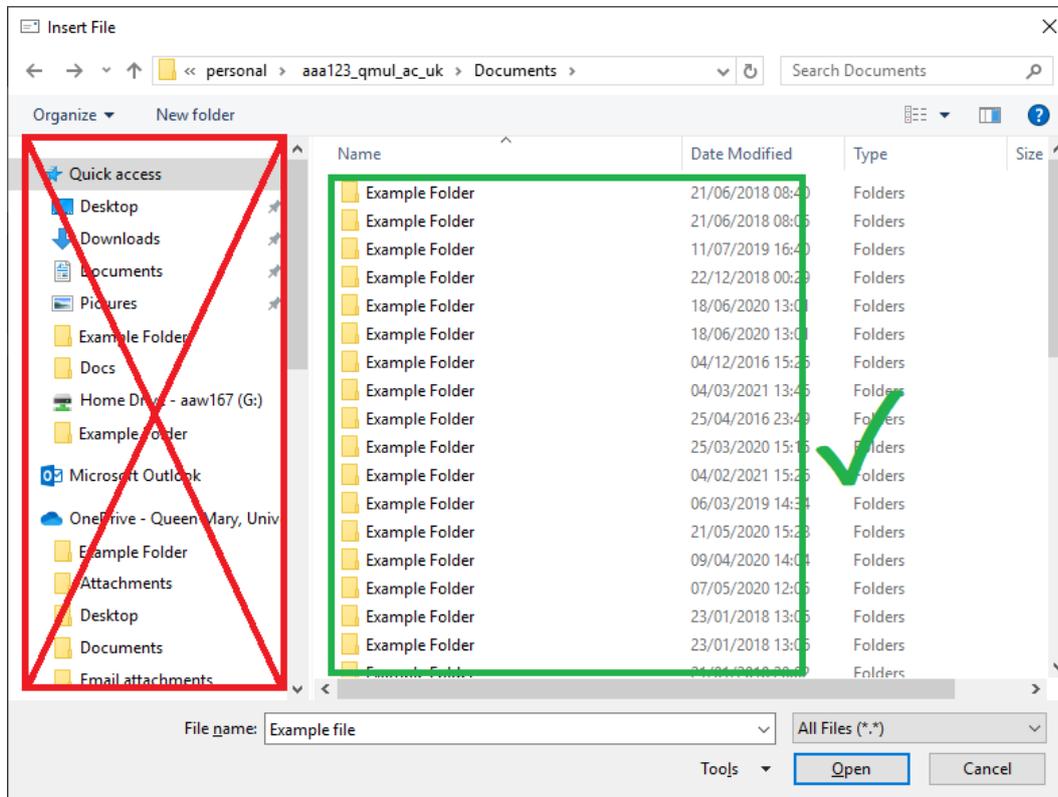
From the dropdown menu that appears, select 'Browse Web Locations' and then either OneDrive or Sites. See the screenshot below for details



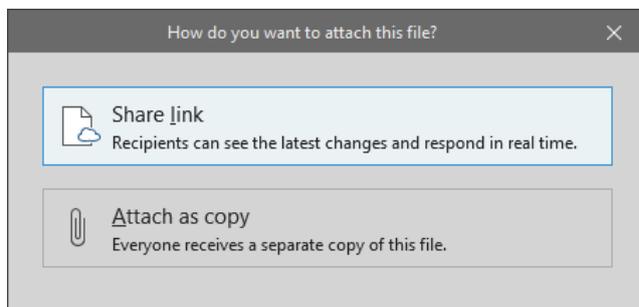
This will open a file explorer window showing you your cloud-based documents.



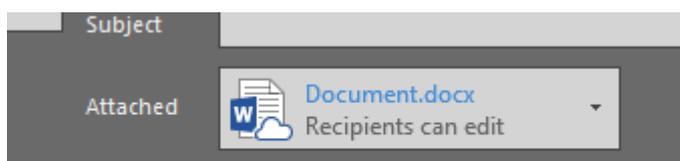
You must select a file from within this window, without changing location. Using any of the shortcuts on the left side will result in selecting local files/locally stored copies of files, which can't be attached as links. You may use any folders inside this location though.



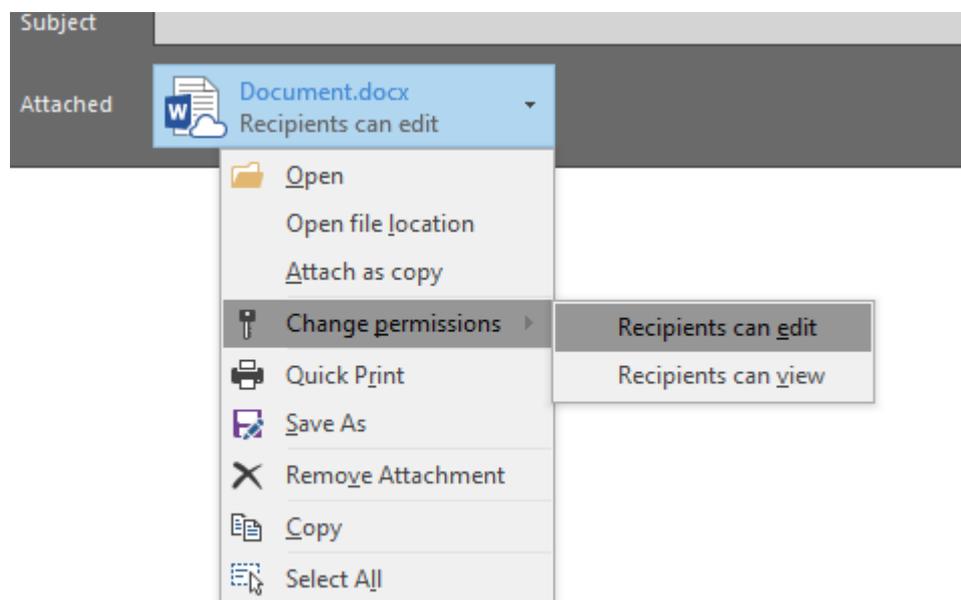
Once you have selected your file, you will be asked how you want to attach it. Select 'Share link':



If this has worked, you will see your document attached, with a small cloud logo overlaid onto the normal icon.

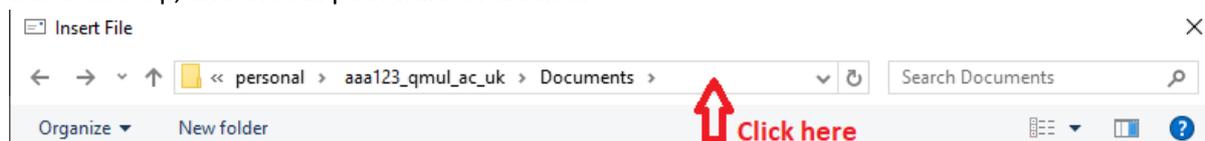


You will also have the option to decide whether to allow recipients to be able to edit the document (default setting) or just view it. This can be changed by clicking the small arrow on the attachment and going to 'Change permissions'

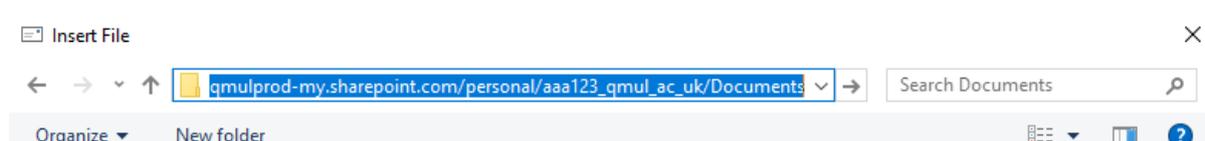


### Optional

To check you're in the right location when attaching a file, you can click empty space in the location bar at the top, and the full path will be revealed.



The full path should begin with "https://qmulprod-my.sharepoint.com", for example, [https://qmulprod-my.sharepoint.com/personal/aaa123\\_qmul\\_ac\\_uk/Documents](https://qmulprod-my.sharepoint.com/personal/aaa123_qmul_ac_uk/Documents) for the user 'aaa123's documents.



For more information

Click the **IT Live Chat** button on <https://www.its.qmul.ac.uk/>