Preparation of M365 for OneDrive access via links

Delegate OneDrive access on Microsoft 365 (has to be repeated for every user whose OneDrive contents are to be accessed)

Login to Microsoft 365 admin center account and navigate to https://admin.microsoft.com (https://admin.microsoft.com/).

Http link: https://admin.microsoft.com (https://admin.microsoft.com/)

- (a) Select Users
- (b) Click on Active users
- (c) Select any licensed user
- (d) Click on the **OneDrive** tab for the selected user
- (e) Click on Create links to files

	Microsoft 365 admin center	€ Search	I (M) (M) (M)
≡		Home > Active users	× Ŭ
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8	Users 🔨	a	Ashok Malaviya
1	Active users — b	😤 Add a user 🔒 Multi-factor authentication 💍 Refresh 🛛 …	Reset password S Block sign-in & Delete user
	Contacts		Account Devices Licenses and apps Mail OneDrive 💻 🔂
	Guest users	□ Display name ↑ Username	
Ro ^R	Teams & groups	Admin (mithiconnectxf.org)	Get access to files Storage used Create a link to view and edit Ashok 0% (0 MB of 1024 GB)
Å	Marketolace	🗆 Amin K : amin@ 👝	Malaviya's OneDrive files.
	Pilling	Arin M arin@mithig	Create mix to mes
ß	Satur	🗧 🔽 Ashok Malaviya 🔍 🗄 ashok@mitti	Sharing Control the external sharing of Ashok Malaviya's files and folders.
-	Setup		Manage external sharing
Adn	nin centers	Meera Pandit : meera@con	
68	Exchange	Mithi Software 0365@conn	OneDrive settings for your organization
		NDR mithiconnectxf.org	Data retention ① Storage space
	Show all	NDR mithi.biz indr@mithi.bi	30 days 1024 GB per User Manage data retention Manage default storage
		ndruser connectserver indruser@co	