

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**

