

How to keep shared documents if the owner is leaving Barnardo's

Sharing documents from OneDrive is very useful, but what happens if the owner of the document leaves?

A document owner is the one who shared it with you because the document sits within their OneDrive, with sharing permissions giving you and colleagues access to open/view/edit.

However, it's important to remember that once a person leaves and their OneDrive account ends, nobody will not have access to any shared documents in their OneDrive.

There is a quick solution.

Either you or your colleagues need to decide who will now 'own' the document(s) and, therefore, be able to share it with others. *However, if there is no longer a need for the document to be shared, nobody has to be the owner and you can all just store it in your own OneDrive.*

If not yet shared

If the person leaving has not yet shared the document(s) with you and there are only one or two documents, it may be easier for them to just email it to you using the 'attach as a copy' option.

In the email, you can then click onto the attachment and use the drop-down arrow to choose **Upload** to put it into your own OneDrive.

After this, you can either store it on OneDrive for yourself or you can share it with colleagues. There is nothing stopping more than one of you uploading a copy, but if it will need collaborating on, make sure you only have one person doing so, otherwise it will be complicated as to who has the latest version in their OneDrive.

If already shared

If the leaver have already shared the document(s) with you or there are a lot of documents in a folder, follow this quick process:

- The owner of the document shares the document or folder with you – this may have been done in the past already.
- You need to then **download** the document(s) onto your computer.
- You then need to **upload** the document back into your own OneDrive.

This process only takes a couple of minutes. Doing this breaks the 'share' link and makes the document to Private in your OneDrive as the new owner.