

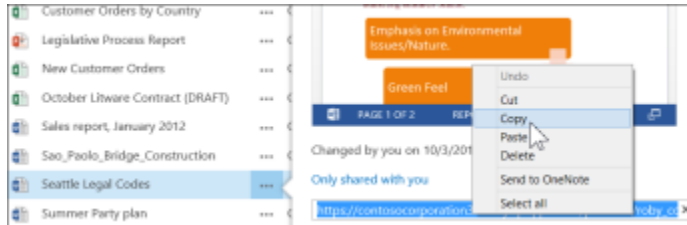
Find Shared Documents

How do people find documents I've shared with everyone?

Documents you share with everyone don't appear in their Shared with Me view in OneDrive for Business. Why not? Consider that depending on the size of your organization, there might be hundreds if not thousands of documents that are shared with everyone. Also, you may not want to send an email to everyone in your organization with your invitation.

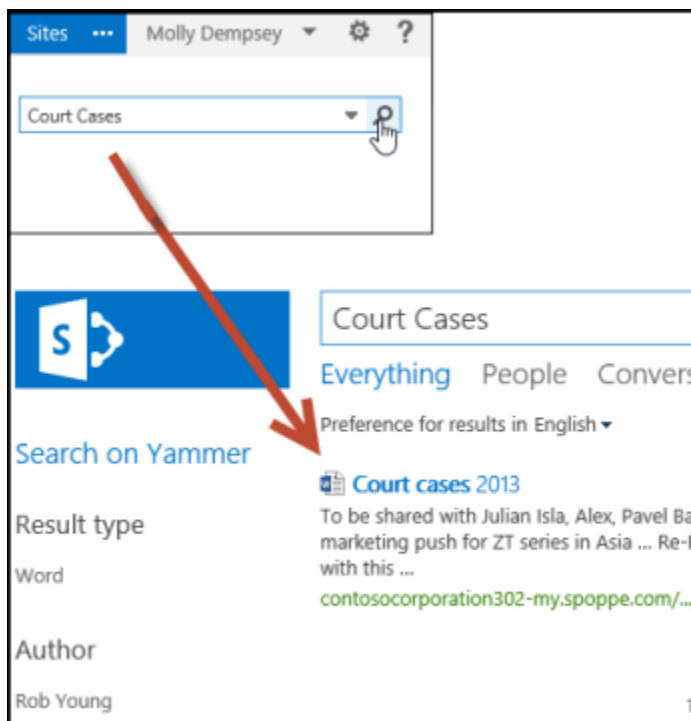
Instead, people can find these documents by:

- Following a link you send them directly in an email. You can find any document's web URL in its document callout.



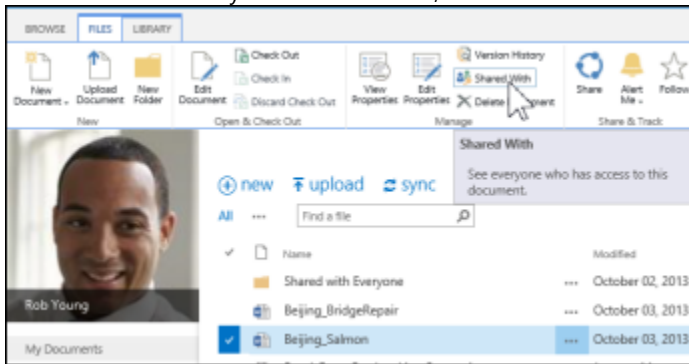
Copy and paste the URL into an email addressed to specific people you want to notify.

- Using their Search box in OneDrive for Business. In this example, Molly Dempsey searches on the keyword "Court Cases" to find any relevant documents shared with her in her organization.



See who you're sharing a document with

- Select the document you're interested in, and then click **Files > Shared With**.



The Shared With window lists all the people currently sharing this document.

