

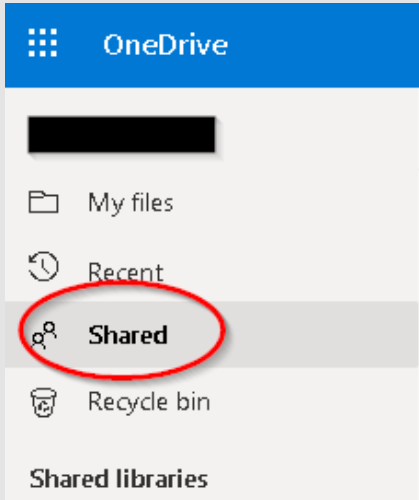
Adding Owner to OneDrive Files/Folders

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? Should you have any questions or concerns with the instructions, please notify the [Technology Service Center](#) for assistance.

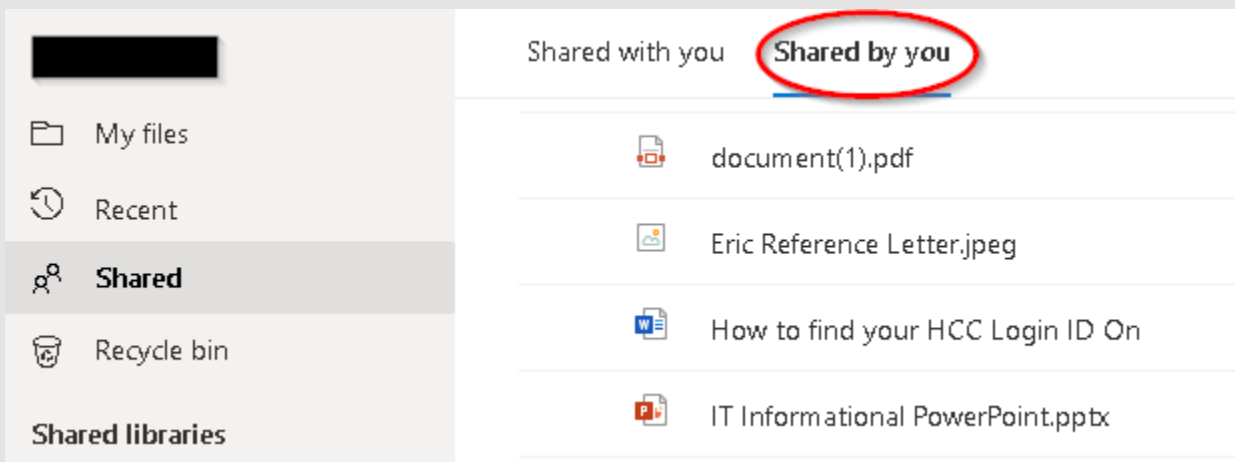
Step 1

With your OneDrive open, select the "Shared" tab.



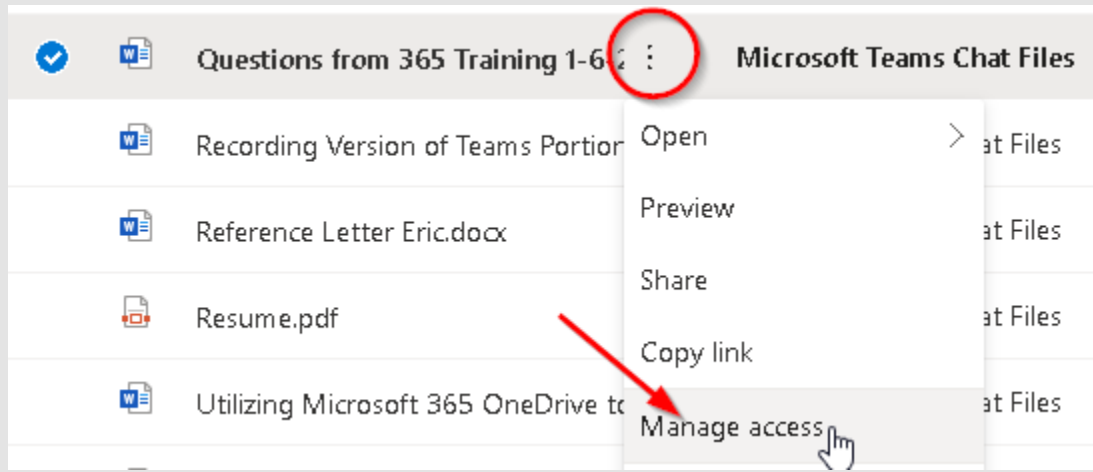
Step 2

Select the "Shared by you" tab to get to the files and folders you've shared.



Step 3

Select the "Show actions" button (it looks like three vertical dots) on the file or folder you want to add an owner to. Then select the "Manage access" button.



Step 4

Select the "Advanced" button.

Manage Access

[Stop sharing](#)

🔗 Links giving access ⓘ [Share](#)

There are no sharing links for this item.

👤 Direct access ⓘ [+](#)

[Redacted]	Owner
[Redacted]	✎ ▼
[Redacted]	✎ ▼
[Redacted]	✎ ▼
[Redacted]	✎ ▼

[Advanced](#)

Step 5

Select the person who you want to be an owner by clicking the checkbox. Then, select the "Edit User Permissions" button.

The screenshot shows the 'PERMISSIONS' tab with several action buttons: 'Delete unique permissions', 'Grant Permissions', 'Edit User Permissions' (circled in red), 'Remove User Permissions', and 'Check Permissions'. Below these buttons is a search bar and a list of users. A yellow banner at the top indicates 'This document has unique permissions.' The user list includes 'Name', 'Scott', and 'Anna'. A red arrow points to the checked checkbox next to 'Scott'.

Step 6

To make the person an owner select the "Full Control - Has full control." option. This will make them an owner of the document. When done, click the "OK" button.

The screenshot shows the 'Permissions > Edit Permissions' dialog box. It includes sections for 'Users or Groups' (listing 'Gains, Scott') and 'Choose Permissions'. Under 'Permissions', the 'Full Control - Has full control.' option is selected and circled in red. Other options include 'Design', 'Edit', 'Contribute', 'Read', and 'Restricted View'. A red arrow points to the 'OK' button at the bottom right.