The Information Technology (IT) team has finalized a process that now allows all team members to download documents from Microsoft 365 to non-Cooper devices. This change grants you the flexibility to download work-related documents from your individual Cooper OneDrive or any Microsoft Teams space of which you are a member to any internet-connected device using your Cooper login credentials.

An additional update was made that changes the default setting when sharing files from Microsoft 365. Previously, to share a OneDrive document, you had to enter individual email addresses for anyone you wanted to share with. Now, you can share files outside of the organization, share with anyone at Cooper, or share to an individual. The new default setting is to share to anyone at Cooper, allowing anyone with the link to open the file, even if the link is forwarded. Tipsheets are available [here in video form](#) and [here in document form](#) to guide you through the selection process.

Today you can also share files from your OneDrive, Microsoft Teams, and SharePoint Online sites directly with trusted partner organizations. Cooper currently is connected through Microsoft 365 to 20+ external organizations in both clinical and business spaces. The full list of organizations can be [viewed here](#). If you wish to connect Cooper to another organization that is not on the existing list, you can request to do so at [this link in ServiceNow](#).