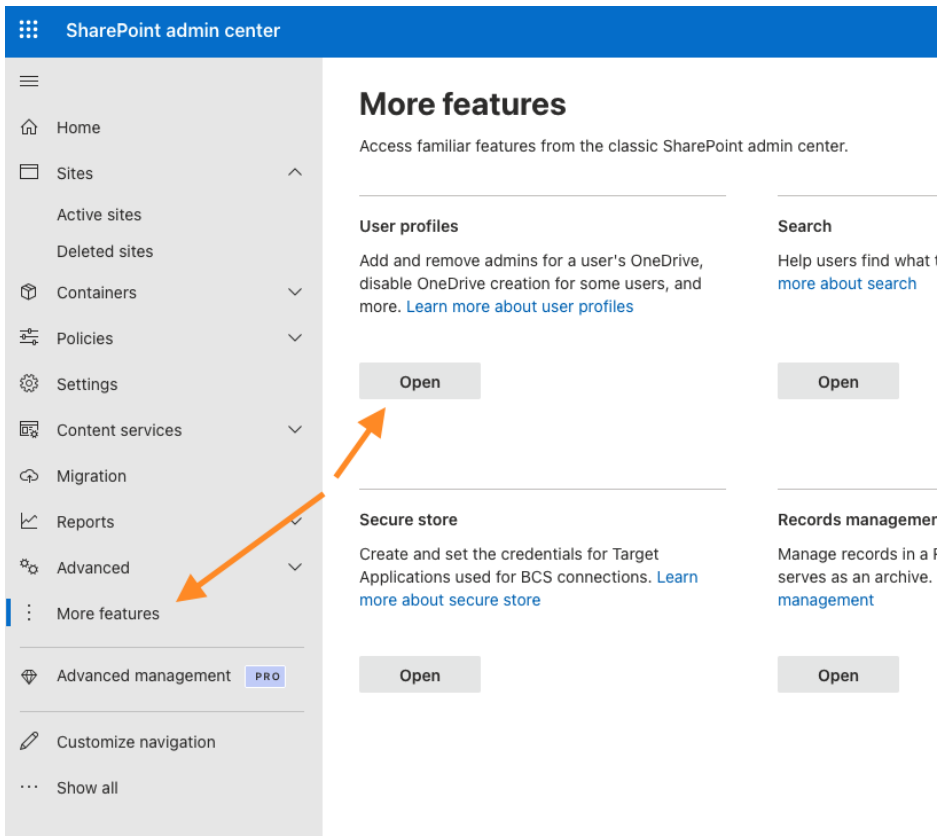# Manage OneDrive Profiles

To get OneDrive Profiles for licensed users or users that were previously licensed, go to the Sharepoint Admin center. You can grant a user access to another user's OneDrive files. This is useful for the successor of a departed employee.

In the Sharepoint Admin Center, click **More Features**. Under **User profiles**, click **Open**.

Click **Manage User Profiles**.
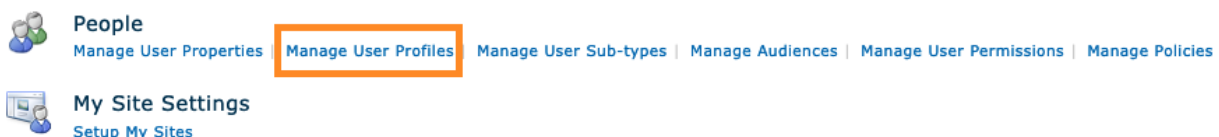
In the search box, type the name of the user and click **Find**.

User profiles

Use this page to manage the user profiles in this User Profile Service Application. From this page you can also manage a user's personal site.

Total number of profiles: 3,763

Find profiles [ ] [Find]

New Profile | ✖ Delete | View: [Active Profiles ⌄] | ▦ Manage Sub-types | Select a sub-type to filter the list of profiles: [Default User Profile Subtype ⌄]

Account name	Preferred name

There are no results to display.

In the search results, click the profile you want to manage.

User profiles

Use this page to manage the user profiles in this User Profile Service Application. From this page you can also manage a user's personal site.

Total number of profiles: 3,763

Find profiles [▓▓▓▓▓] [Find]

New Profile | ✖ Delete | View: [Active Profiles ⌄] | ▦ Manage Sub-types | Select a sub-type to filter the list of profiles: [Default User Profile Subtype ⌄]

Account name	Preferred name
☐ i:0#.f|membership|	
☐ i:0#.f|membership|	
☐ i:0#.f|membership|	
☐ i:0#.f|membership|	
☐ i:0#.f|membership|	
☐ i:0#.f|membership|	
☐ i:0#.f|membership|	

A menu pops open; click **Manage site collection owner**.

Edit My Profile

Delete

Manage Personal Site

Manage site collection owner s

In the **Site Collection Administrators** box, type the name of an administrator to add, or choose from the list. Then click **OK**.

site collection owners

Primary Site Collection Administrator

Specify the administrator for this site collection. Only one user login can be provided; security groups are not supported.

User name:

Site Collection Administrators

Site Collection Administrators are given full control over all Web sites in the site collection. They may also receive site use confirmation mail. Enter users separated by semicolons.

OK   Cancel

The account that was granted access can access the files by going to the OneDrive URL of that specific account. In the example below, replace `<tenantname>` with the Tenant name and `user_name_example_com` with the account's email address, replacing the @, periods and dashes with underscores.

`https://<tenantname>-my.sharepoint.com/personal/user_name_example_com/`

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