

# How to Share a File via OneDrive

OneDrive is Microsoft’s cloud-based platform that allows users to store, access, and share files securely across devices. It promotes real-time collaboration and ensures version control in professional environments (Microsoft, 2024).



## Step-by-Step Process

1

### Upload the File

Go to [onedrive.live.com](https://onedrive.live.com), sign in, and click “Upload”. Select the desired file or folder from your device.

2

### Find the File

Navigate through your OneDrive folders or use the search bar to find the uploaded file.

3

### Click “Share”

Right-click the file and choose “Share” from the menu.



4

### Set Access Permissions

Choose how recipients can interact:

- “Anyone with the link” (view/edit)
  - “Specific people” (only named users)
  - Add expiration date or password for enhanced security
- (Microsoft, 2024)

5

### Send the File

Click “Copy Link” to paste it elsewhere or enter the recipient’s email and click “Send”.



## Smart Sharing Tips

- Always review permissions before sharing
  - Avoid “Anyone with the link” for sensitive documents
  - Revoke access when no longer needed
- (Microsoft, 2024)

## Benefits in the Workplace

- Supports remote collaboration
- Prevents file loss via version control
- Works across devices and platforms

## Created Using:

Microsoft PowerPoint (SmartArt, icons, shapes)  
Based on official Microsoft documentation



## Reference (Harvard style):

Microsoft (2024) Share OneDrive files and folders. Available at: <https://support.microsoft.com/en-us/onedrive/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07> [Accessed 10 July 2025].