

HOW TO SHARE A FILE VIA ONE DRIVE

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OneDrive

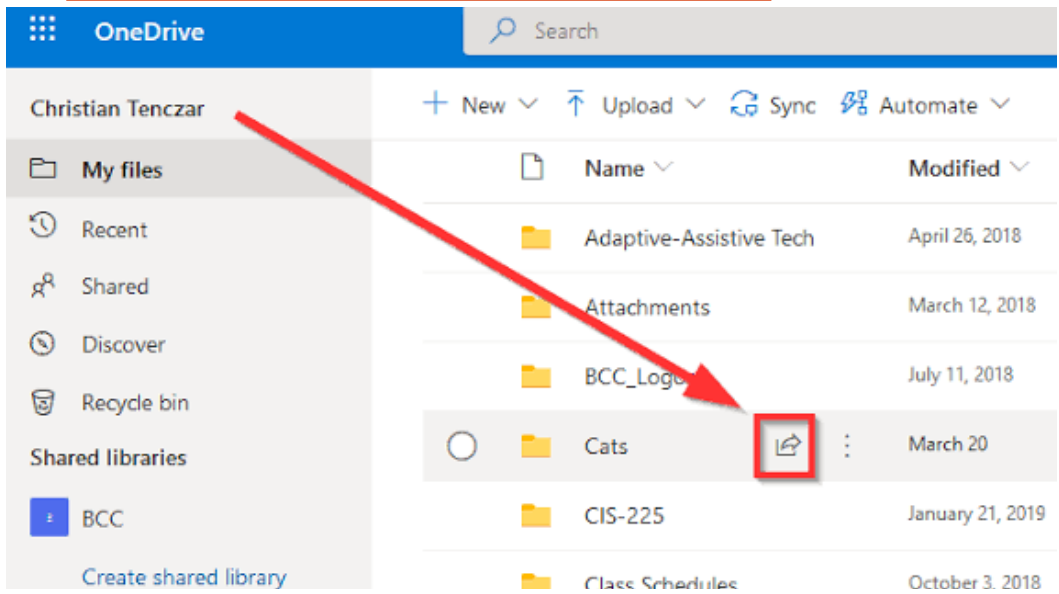
1.

2.

INTRODUCTION

Hello,
My name is Md Imran Arefin. In this portrait poster I will demonstrate how to share a file or document with friends, classmates or colleagues via the One Drive logo. I will also explain what One Drive is, its functions and how to share files with others.

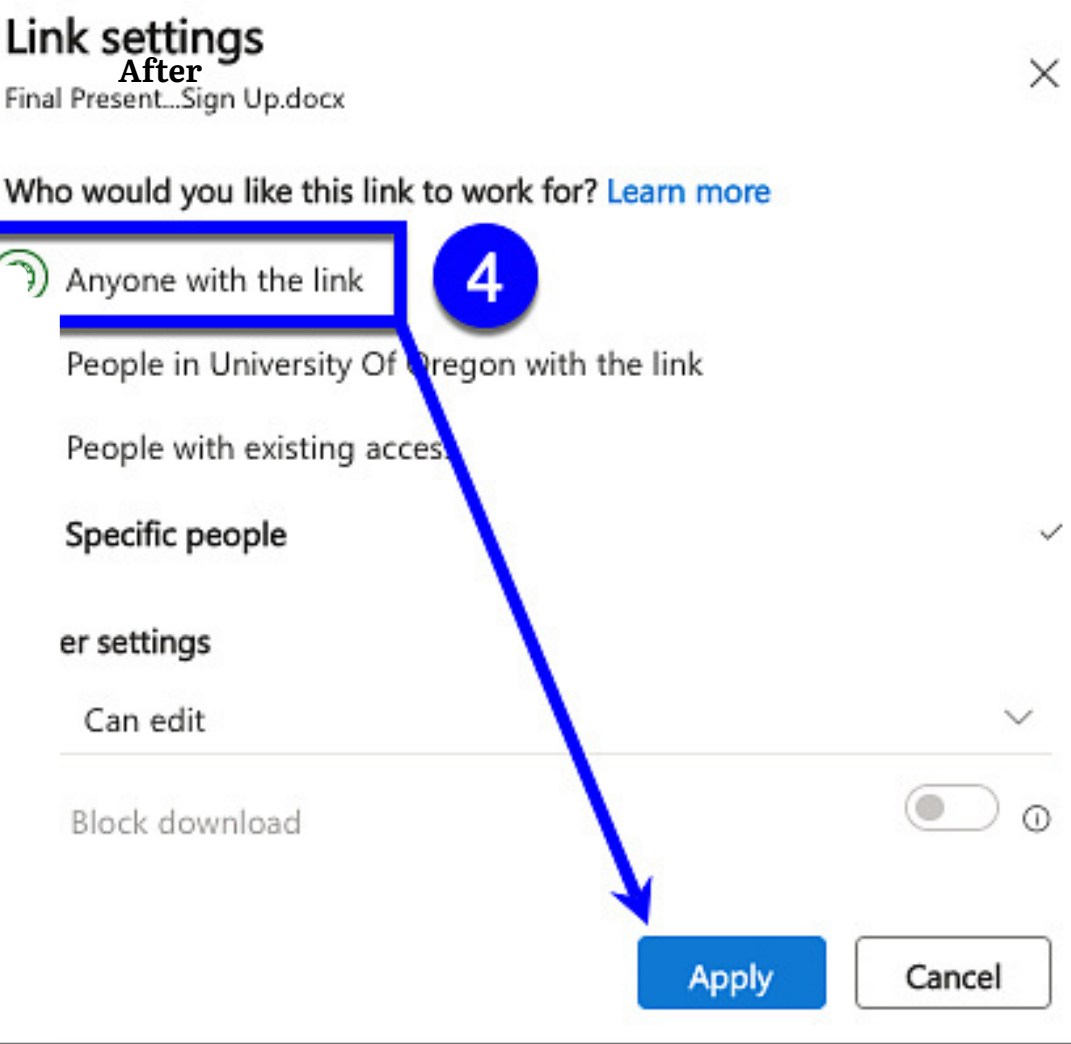
Step 1



First ,once you have saved your document on your file,then on top left you will see says my files.once you press your chosen document you will see an icon,which is one your file right corner an arrow .then you press the arrow ,and you can send to everyone.

3

Step 2



5

4

Conclusion

OneDrive is a Microsoft tool that allows users to view all tabs including downloads and desktop files. It also enables the secure storage of documents. Additionally, it provides a convenient way to share files with others through its multiple sharing tabs. In Microsoft OneDrive, the file sharing functionality is always readily accessible.

Reference

Share OneDrive files and folders - Microsoft Support

Digital Citizen (Accessed 13 Nov 2025)
How to Share OneDrive Files: A Simple, Secure Guide for Smarter Collaboration - Business IT