

HOW TO SHARE A FILE VIA ONEDRIVE

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1 Introduction

OneDrive is an online storage platform by Microsoft that enables users to store, access, and share files securely, regardless of their location. It also facilitates cooperation, as it allows more than one person to read or update documents simultaneously. OneDrive file sharing is particularly convenient in the workplace, in education, or in personal use, because there is no necessity to use email attachments or large-volume file transfer. Using OneDrive, users can maintain control of access, establish permissions, and manage shared links easily. This tutorial will provide a step-by-step illustration of how to share a file on OneDrive so that your files will be organized, readable, and/or safe.



4 Step 3: Assignment and administration of permissions

- To give one the OneDrive link to others, paste the copied OneDrive link into an email, chat, or message (Microsoft Learn, 2025).
- Managing access. To manage access, once more open the file in OneDrive and choose Manage Access.
- You have an option to edit or cancel permissions, remove old links, or go ahead and quit sharing altogether.
- To be safe, you can keep the file shared with individuals, or you can share a link with an expiration date.
- All these actions ensure that only the required people see the material or make certain changes, as your data remains protected and structured.



Upload Files to OneDrive Shared Folder

2 Step 1: Upload Your File

- Go to OneDrive or open the OneDrive application and then use your Microsoft account information (Microsoft Support, 2025a)
- Quickly open the schedule button immediately with the message of upload, then select a button according to your desires, either Files or Folder.
- Alternatively, one can drag and drop the file to your OneDrive storage location.
- Wait until the file is uploaded; the file will automatically be uploaded to the cloud and be accessed on all devices.
- Ensure that you have uploaded the file completely before you proceed to share it, as incomplete uploads cannot be shared or synced.



5 Conclusion

OneDrive is a convenient, safe, and effortless method of digital collaboration by sharing files. With a simple tool that allows the desired people access and control of what they should do with their files, you can quickly create a link to share it, alongside control of permissions. This is the inconvenience of attaching an email, and ensures that the documents will always be updated. OneDrive is diverse, flexible, and secure in terms of its cloud storage application, whether utilised in personal, academic, or business settings. There are several steps you can follow to make your files shared with others systematized, easy to access, and secure to communicate and collaborate with people online.

3 Step 2: Generate a Sharing Link

- Find the uploaded file in your OneDrive files folder, right-click on it, and then select the share option (Microsoft Support, 2025b).
- The menu of sharing will be displayed with the possibility to create links and to choose the setting of permission.
- Select and allow the recipients to access files, and indicate who accessed the file.
- Click on the copy link so that it will create your shareable link and immediately get to copy it.
- When using the desktop app, the same options will be available just by a right-click of the file in the File Explorer, and one could get to sharing features in a jiffy.



6 References

- Microsoft Learn (2025). How shareable links work in OneDrive and SharePoint in Microsoft 365. Retrieved from: Regularly communicate with your team or clients to stay aligned. Use video calls, messaging apps, or project management tools to collaborate effectively and avoid feeling isolated. [Retrieved on 13th November 2025]
- Microsoft Support (2025a). How to add an account in OneDrive. Retrieved from: Regularly communicate with your team or clients to stay aligned. Use video calls, messaging apps, or project management tools to collaborate effectively and avoid feeling isolated. [Retrieved on 13th November 2025]
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