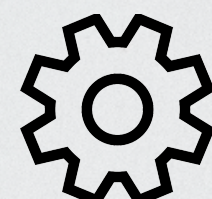


How to share a file via the OneDrive

Sharing Options

- Choose Share with "Copy link" to share items with lots of people you might not know personally. For example, via social media or email. Anyone who gets the link can view or edit the item, depending on the permission you set.
- Choose Share with specific people if you want to send the link more privately, with permissions set for specific individuals or groups.

Share with "Copy link"

1. Pick the files or folders you want to share by selecting its circle icon.
2. Select Share at the top of the page.
3. Select Copy Link to copy the link (image 1)
4. To change the link permissions, select the settings gear icon, 
5. Once you have set all your link settings and permissions, select Apply.
6. Select **Copy** and then select **Send**. (image 2)
7. **Paste the link and send the link where you want to send it, like an email, message, or post.**
8. **In the Name, group or email field, start typing the email addresses or contact names of people you want to share with. When you begin to enter info in the box, you can also choose a contact from the list that appears.**

