

-TO SHARE A FILE OR FOLDER VIA MICROSOFT ONEDRIVE, YOU CAN DO THESE TWO THINGS: SEND AN EMAIL INVITATION DIRECTLY FROM THE APP OR COPY A SHAREABLE LINK TO PASTE ELSEWHERE.

Method 1: share via Email Invitation

.This is the best way to share files with specific and track who has access .

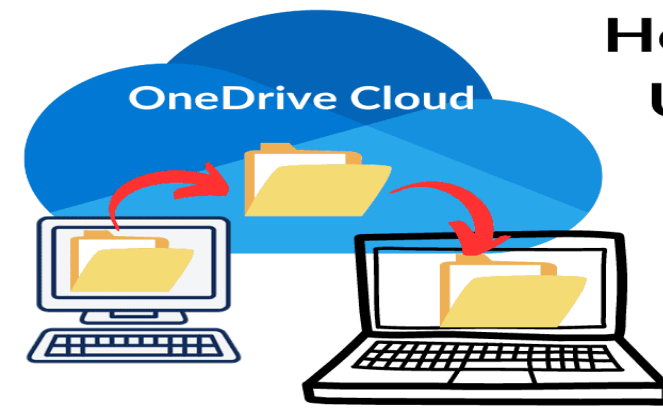
➡ Select the file (on the web in one drive, click on file explorer(windows), select file or folder you want to share

➡ **Click Share:** Look for the share icon (an arrow pointing outside of the box) at the top of the page or in the right click menu

➡ **Enter emails or names:** Type up the **email addresses** of the people you want to share with in the 'To' or "Add a name" field.

Set permissions: Click the pencil icon or the current permission setting(e.g, "Anyone with this link can edit")to choose if **they can edit, can view** (read only), or **can review** comments only for word.

1 ➡ **Send:** Add an optional message and click **Send**. Recipients will receive an email with a link.



How To Share Files Using OneDrive.

Share a file or folder stored within your OneDrive with others.

 At Home Computer Guides

METHOD 2 ➡ SHARE VIA COPYLINK

Use this method to share with many people through apps like whatsapp, Teams or social media.

➡ **Select the file and click share.**

➡ **Adjust Link Settings:** Click the settings gear icon to decide who the link works for(e.g, **Anyone**, **people in your organization**, or **specific people**)

➡ **Copy Link:** select **Copy link**. The **URL** is copied to your clipboard for you to paste anywhere