

# HOW TO SHARE FILES IN ONEDRIVE

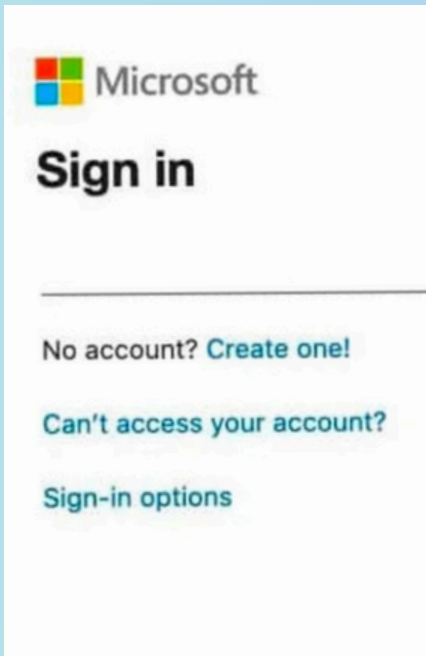
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You can choose the Send link option if you want to send an email invitation to people or groups and keep track of who you invited. This also lets you remove permission for specific individuals or groups later if you need to.

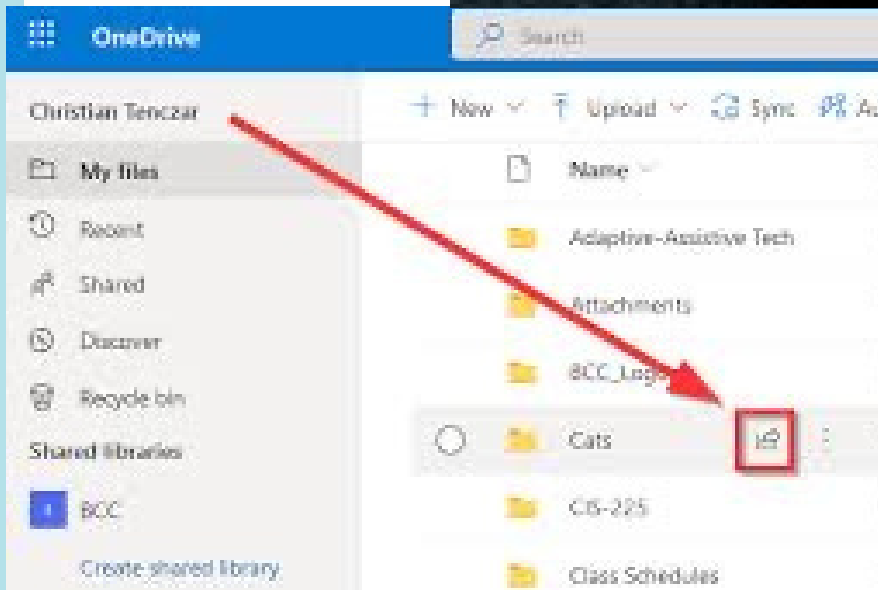
## Log in

First of all create an account if you do not have one or just log in your onedrive account.Other wise you cannot send your files with anybody .



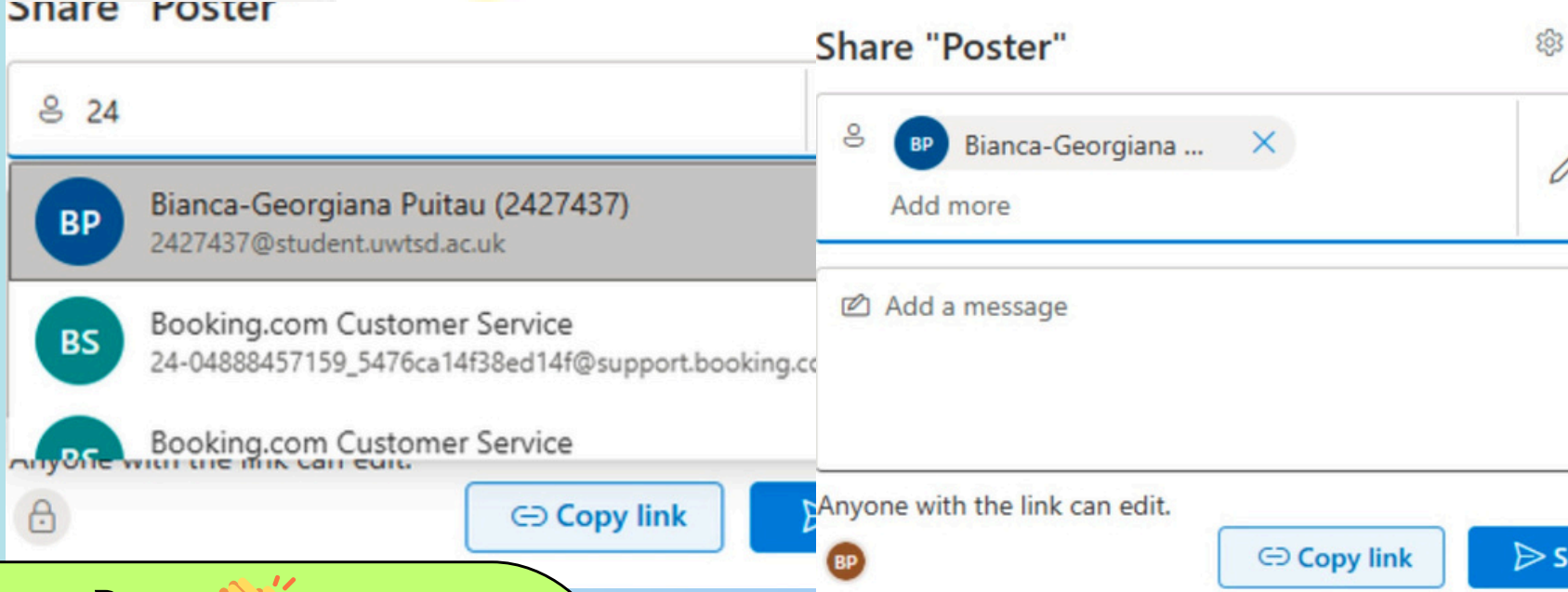
## Your files

After everything is set up all you have to do is right click on the file you want to send and there will appear three dots and left click and you will see the share word where you can send your file.



## Choose the right account

After making sure you have chose the right file and the person you want to send it just press the share button and you had send it .



## Click and share

Make sure you have chose the right person you want to send your file if you have not then your message will go somewhere else.

## Done

Make sure you saved your files in onedrive before send it to anyone and your files should be in there after you had logged in your account.

## References

Microsoft 2025  
Link :<https://support.microsoft.com/en-gb/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07>