

# How to Share a File via OneDrive



*Share Moments In Seconds via OneDrive!*

## 1 SELECT YOUR CHOSEN FILE

Select your chosen file which you would like to share. This could be an image, word document, powerpoint, and any supported files that commence within OneDrive Cloud.



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2



## CLICK THE SHARE BUTTON ALLOCATED BESIDE YOUR FILE.

A pop up share button shall commence beside your chosen file, once you can see the share symbol, click the share button and you shall be redirected.

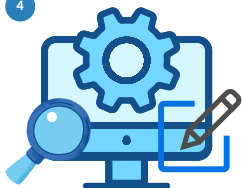
## 3 ENTER YOUR RECIPIENTS EMAIL

Ensure your recipients details are correct or else someone else may invade your privacy and receive your documents!



3

4



## CHOOSE ACCESS PERMISSIONS

Select how you would like the receiver to be able to access the file, certain options allow just to view and read, or grant them permission to edit and change.

5

## ON ITS WAY!

Your file is on its way, always ensure your receiver checks their junk or spam as systems automatically allocate unidentified attachments to spam or junk.

