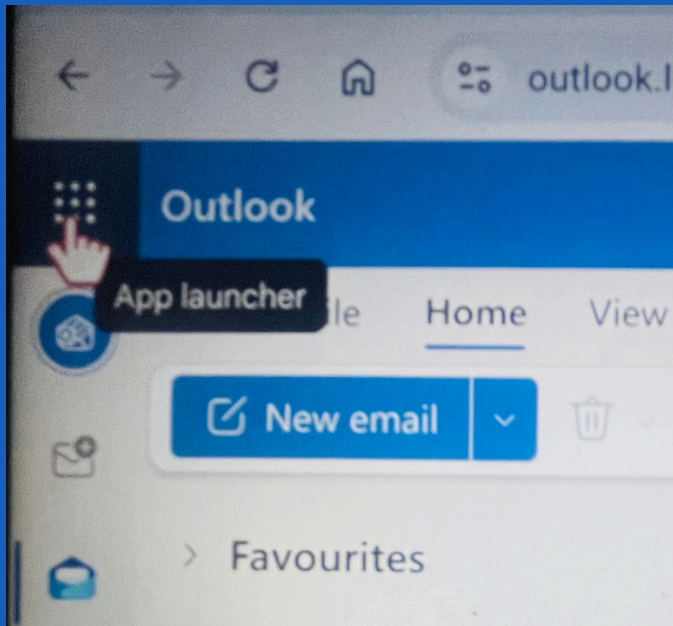
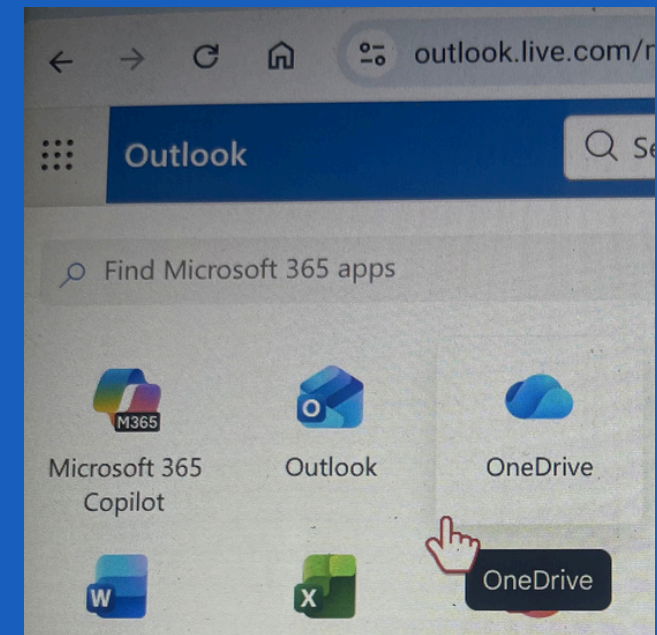


HOW TO SHARE A FILE TO ONE DRIVE

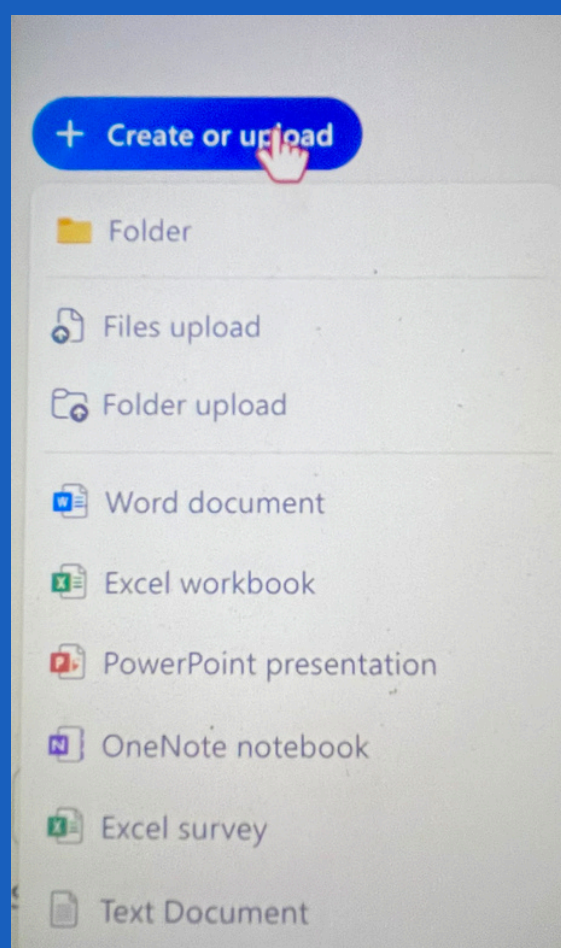
Step 1
Go to outlook
App launcher
and click button



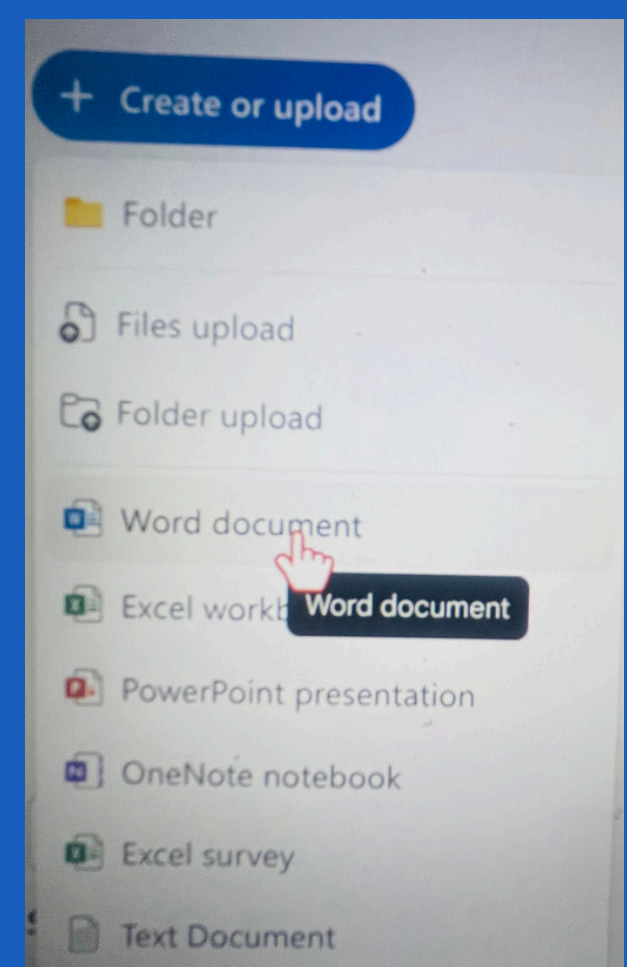
Step 2
Select the one drive button



Step 3
Click the blue create or upload button



Step 4
Click the document or file you want to upload



Step 5
click the blue share button



Step 6
Add an email address
add a message
click send

