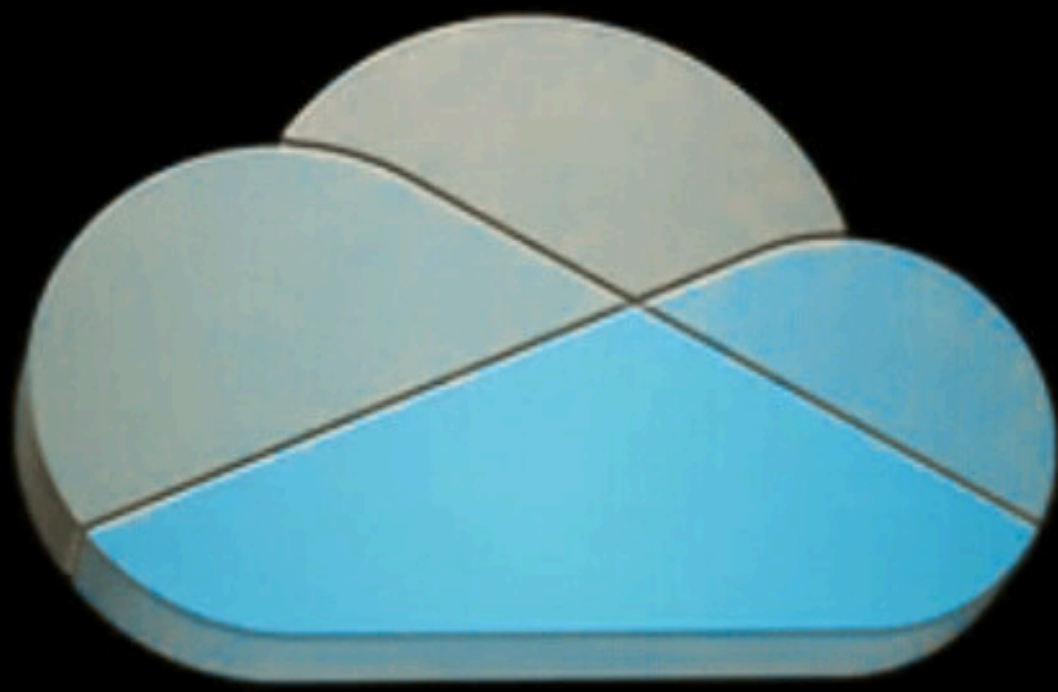


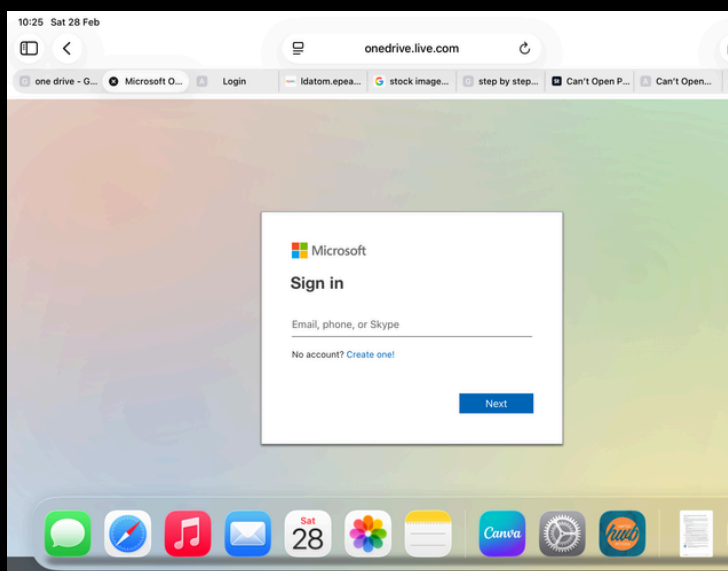


HOW TO SHARE FILES TO ONEDRIVE

THIS IS A LAYOUT TO GUIDE EACH USER THROUGH THE PROCESS OF SHARING YOUR FILES INTO ONE DRIVE. BELOW IS A EASY TO FOLLOW VISUAL STEP-BY-STEP GUIDE.

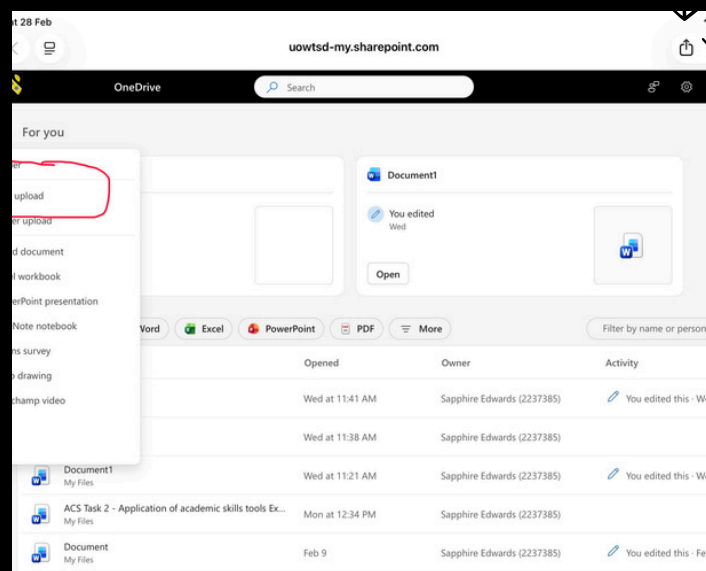
STEP 1

THE FIRST STEP IS TO SIGN INTO ONEDRIVE AND MICROSOFT USING YOUR LOGIN CREDENTIALS.



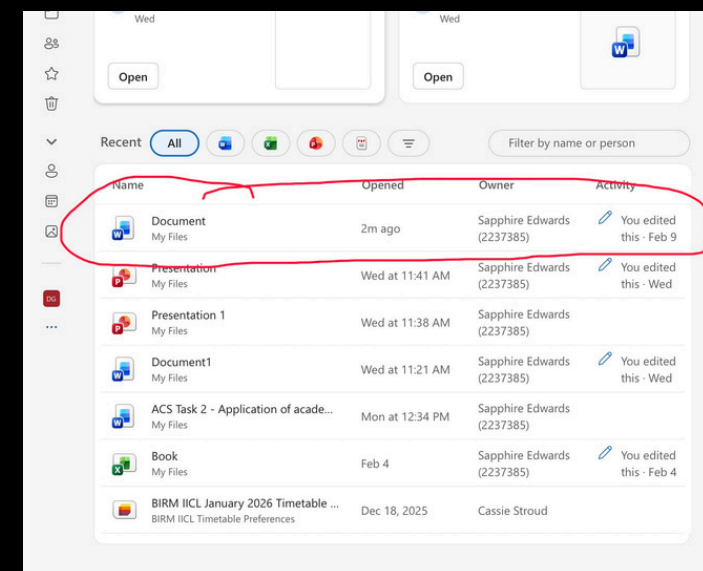
STEP 2

ONCE YOU HAVE LOGGED IN LOCATE THE UPLOAD BUTTON. YOU CAN FIND THIS ON THE LEFT HAND SIDE AT THE TOP OF THE PAGE SELECT UPLOAD FILES.



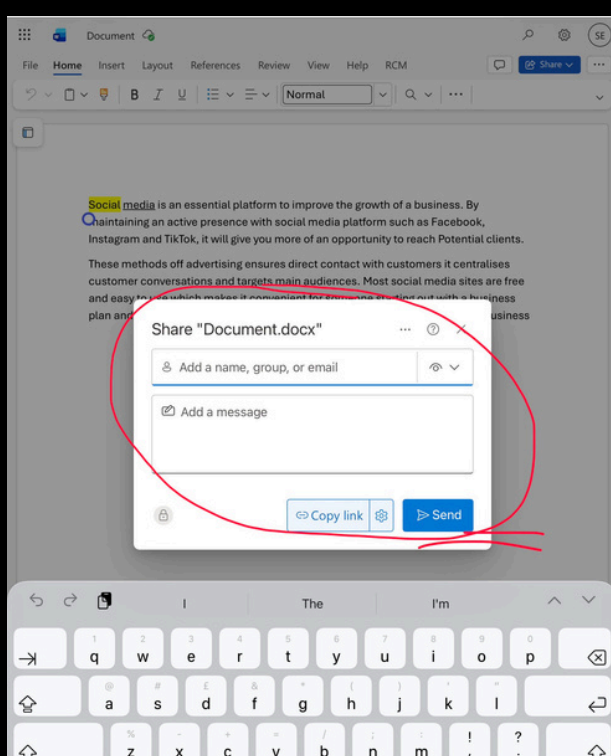
STEP 3

UPLOAD THE FILES BY CLICKING UPLOAD, SELECT THE FILES OR FOLDER YOU WISH TO SHARE.



ONCE YOU HAVE SHARED YOUR DESIRED FILES TO THE ONEDRIVE PLATFORM, THERE ARE OPTIONS FOR YOU TO SEND THEM VIA AN EMAIL (SHOWN IN THE BELOW IMAGE)

HERE IS WHERE YOU INPUT THE EMAIL ADDRESS OF THE RECIPIENTS. YOU MAY ALSO ADD A PERSONAL MESSAGE IN THE TEXT BOX BELOW IF YOU WISH. IT IS IMPORTANT THAT YOU DOUBLE CHECK THAT YOU HAVE PERMISSIONS BEFORE SENDING THE DESIRED FILES TO ENSURE THAT THE CORRECT ACCESS HAS BEEN GRANTED. YOU CAN ALSO CHOOSE IF THE RECIPIENT CAN VIEW THE FILE OR EDIT IT. ALWAYS ENSURE YOU HAVE DOUBLE CHECKED THE EMAIL ADDRESS YOU HAVE ENTERED TO AVOID SENDING CONFIDENTIAL INFORMATION TO THE WRONG PERSON



ONEDRIVES KEY FEATURES

- FILE SHARING
- SECURITY AND PRIVACY
- WIDE RANGE OF COLLABORATION TOOLS
- ALLOWS YOU TO FILE SYNC
- LARGE STORAGE CAPACITY

ONEDRIVE IS A MICROSOFT'S STORAGE SERVICES WHICH ENABLE ITS USERS TO SHARE STORE AND SYNC FILES OVERALL IT IS SUITABLE FOR PERSONS OR BUSINESS USE, IT ENHANCES PRODUCTIVITY THROUGH INTEGRATION WITH MICROSOFT

