

Share Files Securely & Easily with OneDrive (Microsoft 365)

A Step-by-Step Workplace Guide

1: Access OneDrive



- Sign in to your Microsoft 365 account using your work email address.
- Click on the app launcher icon in the top left corner of the screen and choose OneDrive.
- Once you are in OneDrive:
- Find the file or folder you wish to share.
- Make sure the file is saved and updated before you share it.

3: Adjust Sharing Permissions

- Before sharing the file, determine who will be able to view it.
- Click on the permissions option and choose one of the following options: Anyone with the link (less secure – use with caution), people in your organisation, specific people (recommended for confidential documents)
- Then, determine what level of permission the recipients will have to view the file: View only, Edit the file
- Choosing the proper permission level will protect the data and ensure that it is not altered by unauthorized individuals.



2: Select the File

- Click on the file once to select it.
- Click on the “Share” button at the top of the screen.
- Alternatively, you can:
- Right-click on the file
- Choose “Share” from the dropdown menu
- This will open the sharing options window.

4: Share the File



You can now determine how to share the file with others:

Option A: Enter Email Address

- Enter the email address of the person you wish to share the file with. Include a professional message if necessary. Click Send. The recipient will receive an email notification with access.

Option B: Copy Link

- Click on Copy Link. Paste the link into an email or Microsoft Teams message. Send it directly to the recipient you wish to share it with.

5: Confirm and Manage Access



After sharing the file, you can:

- Check the status of the file sharing.
- Use the “Manage Access” feature to check who currently has access.
- Withdraw access if it is no longer needed.

This will help to ensure that the security of the documents is maintained.

Security & Professional Practice Tips

- Always review access settings before clicking send.
- Avoid using “Anyone with the link” for sensitive information.
- Regularly monitor shared documents to ensure appropriate access.
- Use clear file names to prevent confusion.

Why Use OneDrive for Sharing?

OneDrive enables:

- Real-time collaboration
- Automatic saving
- Secure cloud storage
- Access across devices