

How to share a file via the OneDrive

1

Accessing OneDrive

To begin, open OneDrive.
Sign in using your account.
Upon successful login, you will see your OneDrive files and folders.



2

Locating the desired file or folder

Next, browse through your folders to locate the specific file you wish to share.



If you have a large number of files, the search bar at the top can help you find it more quickly.

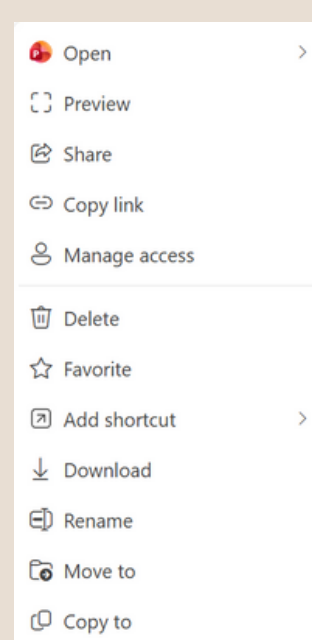


Once located, hovering your mouse over the file will reveal additional options.

3

Accessing sharing

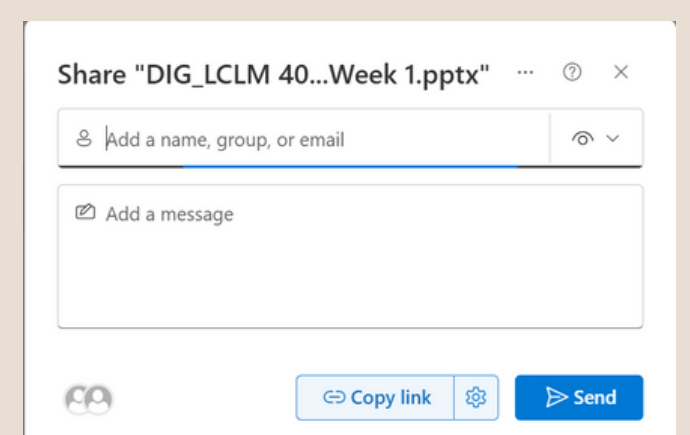
To proceed, right-click on the file or folder. From the context menu that appears, select "Share."



4

Opening the Sharing Settings Window

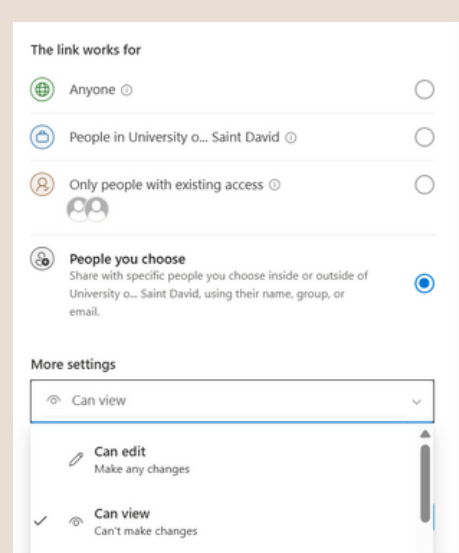
A sharing window will then appear. This window allows you to manage all aspects of file sharing.



5

Control Access and Permissions for Shared Links

Within the sharing options, designate the individuals who may access the file. Options include "Anyone with the link," "People in your organization," or "Specific people." Furthermore, specify their permissions, determining if they can only view or also edit the file.



6

Share the file

To share a link, you can copy it and paste it as needed. Alternatively, you can send it directly by entering the recipient's email address, allowing OneDrive to email the link on your behalf.

