



How to Share Files with AndyDrive

A quick step-by-step guide

What is AndyDrive?

AndyDrive is a smart cloud storage platform that lets you store, access, and share files securely from anywhere.

- ✓ Save documents safely
- ✓ Share files instantly
- ✓ Collaborate in real time
- ✓ Access from phone, tablet, or laptop



1 Share From Your Dashboard

- 1 Log in to your AndyDrive account
- 2 Select the file you want to share
- 3 Click **Share**
- 4 Choose permission:
 **View Only**
 **Edit Access**
- 5 Enter recipient's email
- 6 Click **Send**



2 Generate a Shareable Link

- 1 Select your file
- 2 Click **Share**
- 3 Choose **Copy Link**
- 4 Set permissions
- 5 Paste link anywhere
(Email, WhatsApp, LMS, etc.)



3 Generate a Shareable Link

- 1 Select your file
- 2 Click **Share**
- 3 Choose **Copy Link**
- 4 Set permissions



✓ Control & Security Settings

- ✓ Change access anytime
- ✓ Switch between View and Edit
- ✓ Set expiration dates
- ✓ Add password protection



Need Help? Visit support.andydrive.com