

How to share a file via the OneDrive



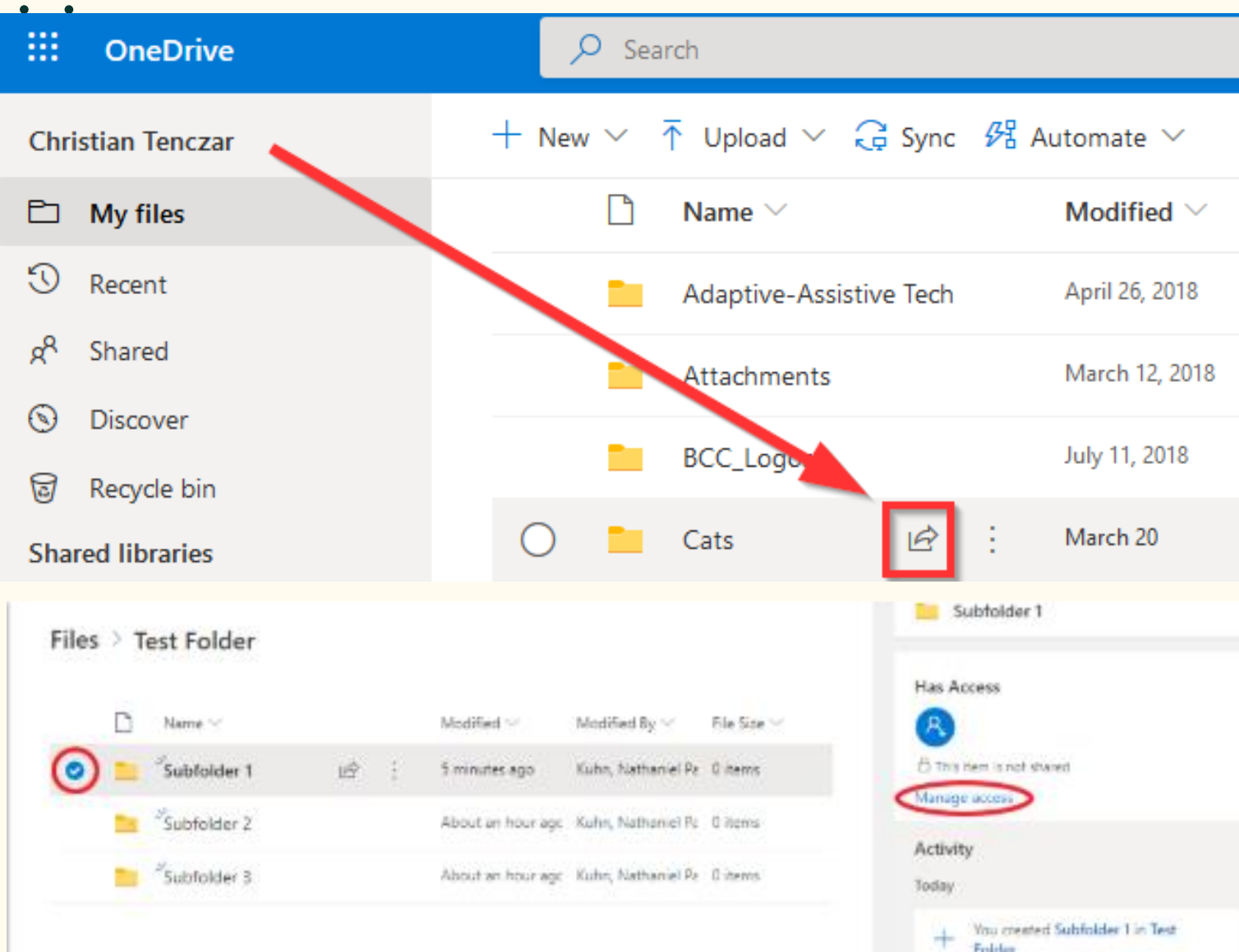
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Introduction to OneDrive

- Cloud-based storage system included in Microsoft 365 (IONOS, 2025)
- Allows users to store, access, and manage files online
- Files can be accessed from desktop, laptop, tablet, or mobile
- Automatically syncs documents across devices
- Supports secure file storage and backup
- Designed to improve collaboration in professional environments

Preparing Your File for Sharing

- Save the document in your OneDrive folder
- Use a clear and professional file name
- Check the document for accuracy and completeness
- Remove unnecessary confidential or sensitive information (AIMA, 2025)
- Ensure you have the correct sharing rights
- Confirm the file has fully uploaded before sharing

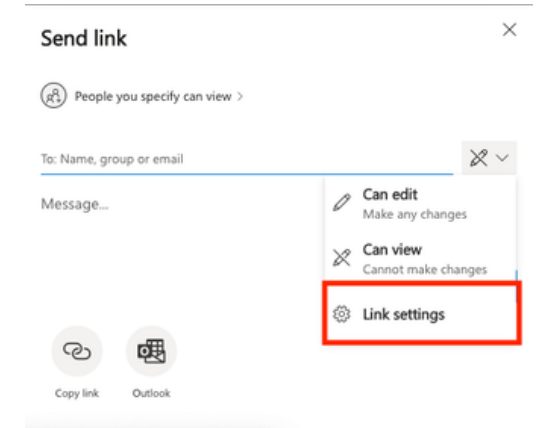


Sharing a File Using the OneDrive Web Version

- Sign in to your Microsoft 365 account
- Open OneDrive from the app launcher
- Locate and select the file you want to share
- Click the “Share” button
- Enter the recipient’s email address
- Choose permission level:
 - “Can edit” (allows changes)
 - “Can view” (read-only access)
- Add a short message if required
- Click “Send”

Creating and Managing Shareable Links

- Select the file and click “Share”
- Choose “Copy Link”
- Select link access type:
 - Anyone with the link
 - People in your organisation
 - Specific people only
- Choose whether users can edit or only view
- Copy and paste the link into email or Teams
- Use “Manage Access” to:
 - Review who has access
 - Change permissions
 - Remove access
 - Set expiry dates



Sharing from Desktop OneDrive Folder

- Open File Explorer on your computer
- Go to your OneDrive folder
- Right-click the file
- Select “Share”
- Enter the recipient’s email address
- Choose permission level (edit or view)
- Click “Send”
- Confirm the file shows the sharing icon

Best Practice for Secure Workplace Sharing

- Always choose the correct permission level
- Avoid using “Anyone with the link” for sensitive documents
- Regularly review and update access permissions (Microsoft, 2019)
- Use folders to organise shared files
- Keep version control by avoiding duplicate copies
- Remove access once collaboration is complete
- Inform colleagues clearly about deadlines or actions required

References

- AIMA (2025). 17 Effective Ways to Prevent Oversharing in Microsoft 365. [online] Office 365 Reports. Available at: <https://o365reports.com/17-effective-ways-to-prevent-oversharing-in-microsoft-365/>
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