



# Title: How to share a file via OneDrive

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## Introduction

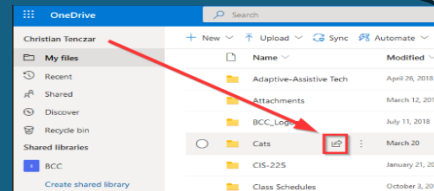
Hello, my name is Vasilis Vesai, and, in this poster, I will show you the logo of One Drive and step by step, I will show you how to share your Document File in your classmates, and your friends. And then I will talk about what is one, what does it do, where you can share your files.

## Conclusion



One Drive is a tool made by Microsoft you can see the whole tabs, like downloads, even Desktop are tabs where you can check your documents are there safe, however you can share your files in any other file you like, One Drive has many tabs where you can share your file, even when you go on Microsoft you can type One Drive and will appear there directly.

## Step 1



First, once you have saved your document on your file, then on Top left you will see says My Files, once you press your chosen document you will see an icon which is on your file right corner an arrow. Then you press the arrow, and you can send to anybody.

## Step 2



Afterwards once you pressed the share arrow icon it will show you where you want to share your file you can type on add name, or group, or email. Afterwards once you type somebody else email you must press send.

## References

[Share OneDrive files and folders - Microsoft Support](#). (Accessed 13 Nov 2025).

[4 ways to share files and folders from OneDrive | Digital Citizen](#). (Accessed 13 Nov 2025).

[How to Share OneDrive Files: A Simple, Secure Guide for Smarter Collaboration - Business IT Services by CNLTD](#). (Accessed 13 Nov 2025)

[Sharing a file with OneDrive | Plan IT Support](#). (Accessed 13 Nov 2025).