



HOW TO SHARE A FILE VIA ONEDRIVE

Simple Guide for Workplace File Sharing

1 Open OneDrive

- Go to www.office.com
- Sign in with your Microsoft account
- Click the **OneDrive** app from Microsoft 365
- Your OneDrive dashboard will open



2 Upload or Select a File

- Click **Upload** → **Files** to upload a new file
- Choose a file from your computer
- Or select a file already stored in OneDrive



3 Click the Share Button

- Locate the file you want to share
- Right-click the file or click **Share**
- The sharing settings window will appear



4 Choose Sharing Permissions

- Select who can access the file:
 - **Anyone with the link**
 - People in your **organization**
 - **Specific people**
- Permission options:
 - **Allow editing** - others can edit the file
 - **View only** - others can only read it



Permission options:

- ✓ Allow editing – others can edit the file
- ✓ View only – others can only read it

5 Send the File Link

- Enter the email address of the person
- Add a short message if required
- Click **Send**

✓ Benefits of Sharing Files via OneDrive

- ✓ Secure cloud storage
- ✓ Easy file sharing with colleagues
- ✓ Real-time collaboration
- ✓ Access files from any device

References (Harvard Style)

- Microsoft (2024) Share files in OneDrive. Available at: <https://support.microsoft.com> (Accessed: 14 March 2016).
- Miller, M. (2022) Using Microsoft OneDrive for Business. Indianapolis: Que Publishing.
- Shelly, G, and Vermaat, M. (2021) Microsoft Office 365: Introductory. Boston: Cengage Learning.
- Laudon, K, and Laudon, J (2023) Management Information Systems: Managing the Digital Firm, 17th edn. Harlow, Pearson.

The above poster shows the various steps that are involved in the process of sharing the file using the Onedrive. It gives the clear guide for anyone who is non-technical person.