

How to share a File on Onedrive - 60700

Adil Amjad- 2513825

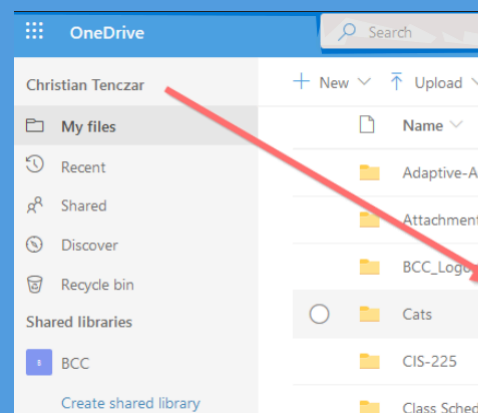
OneDrive enables users to store files online and acquire them from any internet-connected device. It is frequently used in offices and classrooms to maintain document organization and encourage collaboration. OneDrive allows users to share files so other users can view or edit their document safely. This also allows for work being done together in real time on documents. By granting multiple users real time access to documents it encourages collaboration in the work place.



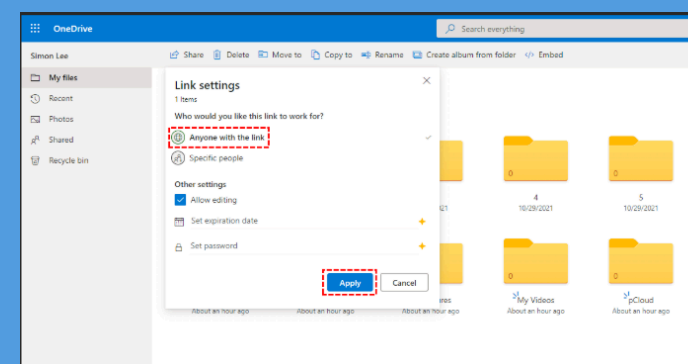
Step one : Get on to OneDrive.
To find your saved files, Sign into Microsoft 365 and open one drive



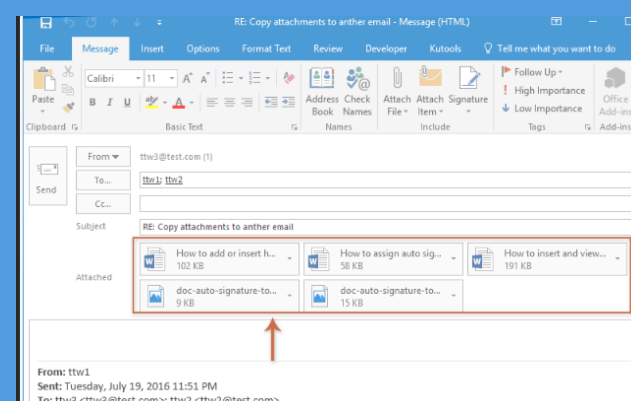
Step 2: Find the document.
Look through the files and find the one you would like to share



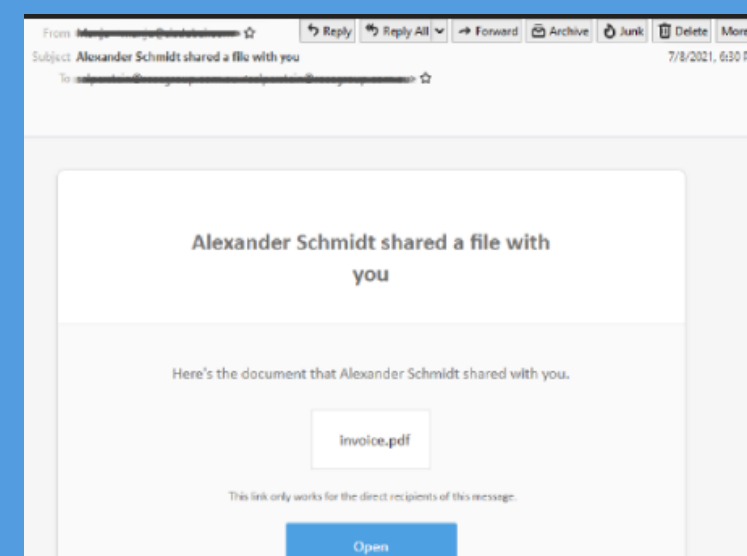
Step 3: Choose the file
Click on the file to select it and show the sharing selections



Step 4: Open the settings for sharing
Click the share icon to start controlling who can see the files.
Choose whether the person can view only or edit the document



Step 5: Set up permissions
Choose whether the people who get the document can only look at it or change it.



Step 6: Pick how to share
Type in the email addresses of the people you want to send to or make a secure link to share.
once confirmed send the file over to allow access

Step 7: Give access
Check and send the files so that others can work on it.