

SHARE A FILE VIA ONE-DRIVE

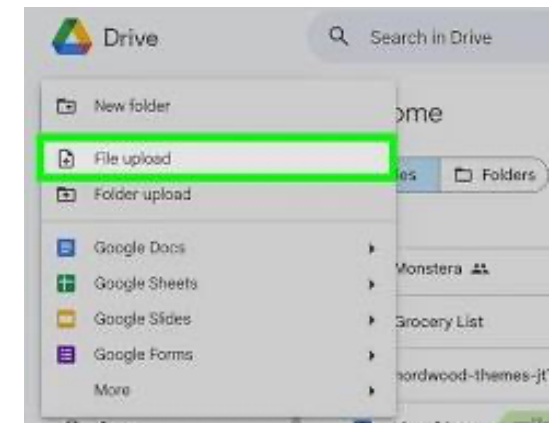
GORDON-2505361

WHAT IS ONE-DRIVE: Microsoft OneDrive is a file-hosting service operated by Microsoft. It allows you to registered users to store, share, back-up and synchronize their files.

STEP 1: You will first need to open and sign into your drive on your device such as a mobile phone, a laptop or computer.

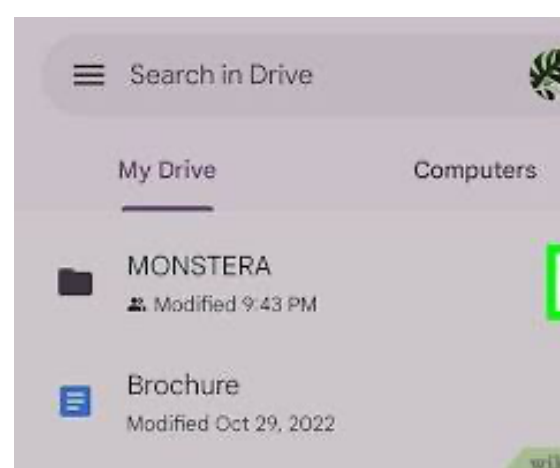


STEP 2: After that you would need to click the "+New" button which can be found in the top-left corner and select file upload.

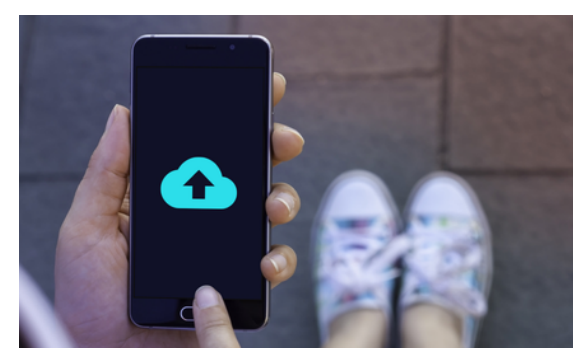


STEP 3: You would then need to find the file from your drive that you would like to upload, and right click it, and select upload.

Drag the file that you have selected, and drop it into the new folder. (This can be done by left clicking on the file you want and hold it while dragging the file to the folder and let go. However, if it's on mobile you would have to long click the file in which it will highlight the file then you press copy, go to the folder and paste it in there.)



STEP 4: In the "Add people and groups" field, enter the email addresses of the people you want to share the pictures with.



STEP 5: Choose the access level for the recipients using the dropdown menu: Viewer (can see) Commenter (can comment) Editor (can add/delete pictures)

STEP 6: After that, under "General access," change from "Restricted" to "Anyone with the link" if you want to share with people who do not have a specific email address.

STEP 7: Click Done or Send to notify recipients via email, or click Copy link to share the folder link directly through text, email, or chat

