



Title: How to share a file Via OneDrive

Name: Alut Lueth

Student: 2512519

Lecture Name: Dr Kazeem Oseni

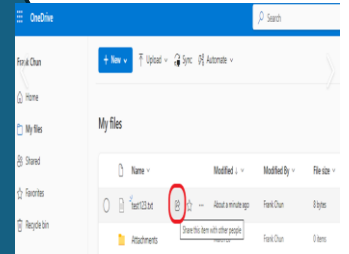


Introduction

Hi My name is Alut.

Today I will represent you the logo of One Drive step by step, how to share your document file

First, Once you have saved your document on your file, then on top left you will see say my File, then press your chosen document you will see an icon which is on your file right corner an arrow, then press the arrow and send to it .



Conclusion

One Drive is a tool made by Microsoft see the whole tabs, downloads, even Desktop are tabs when you can check your document are safe, this way you can share your file type in other file you wish , one Drive has a lot of tabs where you can share your file, you can go to on Microsoft, type One Drive and it will appear

Step 2

Afterwards once you pressed the share arrow icon it will show how to share your file type name, group, email,

OneDrive simplified sharing

• Updated file sharing experience when you share files in multiple Microsoft 365 apps:

- Scope of the share is shown in the bottom left
- Sharing modified via the settings gear in the top right corner
- **Copy link** will return a quick 'success toast' when the link is copied to

Share "Strategy Review"

Add a name, group, or email

Add a message

People in Contoso with the link can view.

Refereces

Share OneDrive files and folders - Microsoft Support

IBM Aspera

4 ways to share files and folders from OneDrive | Digital Citizen
thewindowsclub.com | 500:

Internal server error

Accessed 18 Nov 2025