



Microsoft 365

HOW TO SHARE A FILE VIA ONE DRIVE

1) Access OneDrive

- Sign in to your OneDrive account through your browser or the app.

2) Select the File

- Navigate to the file or folder you want to share and select it.

3) Click Share

- In the top menu, click the “Share” option. A new window will open.

4) Set Sharing Settings

- Choose who can access the file: anyone with the link, specific people, only people with access, or only people within your organization.
- Define whether recipients can edit or only view the file.

5) Copy the Link or Send by Email

- You can copy the generated link and share it directly or enter the recipients email addresses and send the invitation

6) Finish

- Click “Send” or “Copy Link” to complete the process.



• Positive Points

Accessibility, Collaboration, Storage, Integration and Security.

• Negative Points

Internet Dependence, Space Limitations, Privacy and Learning Curve.

This Information should help you understand how to share files using OneDrive, as well as the pro and cons of this tool.

