

HOW TO SHARE A FILE VIA ONEDRIVE

OPEN DOCUMENT

Open blank document

TYPE TEXT

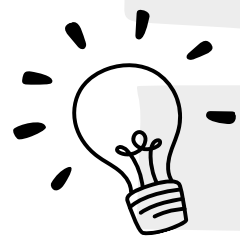
TIMES NEW ROMAN ARIAL II

SAVE AS

Use times new Roman or Arial II

SHARE FILE

TOP LEFT CORNER



Don't forget to give your file a name!

INSERT EMAIL ADDRESS

SEND

Double check it is the right email!

It's as easy as that! Here is the breakdown step by step for how to share a file via the Onedrive

