

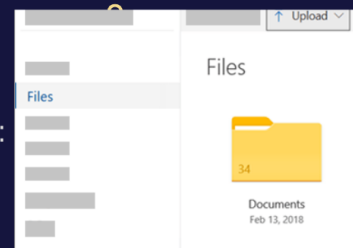
HOW TO SHARE A FILE USING ONEDRIVE



STEP 1:

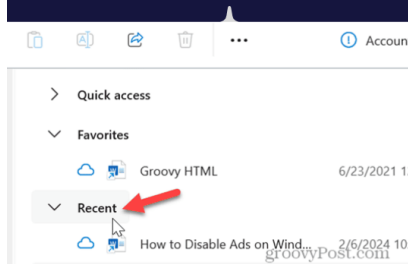
Sign into your account, and once signed in click on the "Create or Upload" button on the left side of the screen.

Nicola Ovenden,
2513847



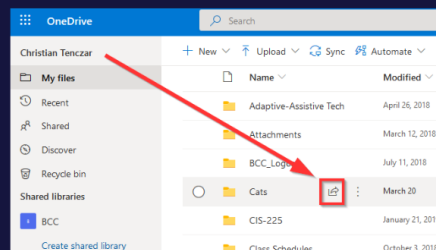
STEP 2:

Choose the file you want to upload from the pop-up menu.



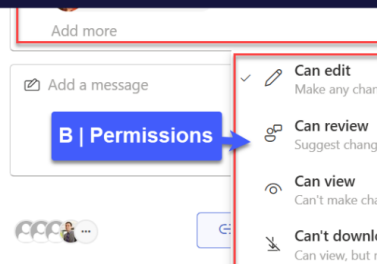
STEP 3:

Once uploaded, your file will appear under "Recents".



STEP 4:

Click on the "Share" button where you can start typing the name of the person you want to share the file with.



STEP 5:

You can set restrictions on how they can interact with the shared file, like allowing them to edit or download it.

SOURCES:

- <https://support.microsoft.com/en-gb/office/upload-photos-and-files-to-onedrive-b00ad3fe-6643-4b16-9212-de00ef02b586>, Accessed on 12/11/2025
- https://support.microsoft.com/en-gb/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07#id0ebbj=share_with_specific_people, Accessed on 12/11/2025
- Images provided by Google Images, Accessed on 12/11/2025