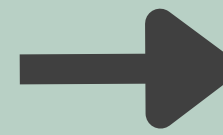


How to share a file through OnerDrive

OneDrive is a cloud storage service by Microsoft 365. It allows users to save files in the cloud safely, which they can be open, edit, save and share through any device with wifi connection. Which means no need to keep them stored on a computer desktop or a USB stick and reduces risk of losing documents.

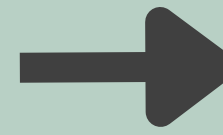
1

On the computer, launch Google Chrome. Type "uwtsd hwb" into the search field and press Enter.



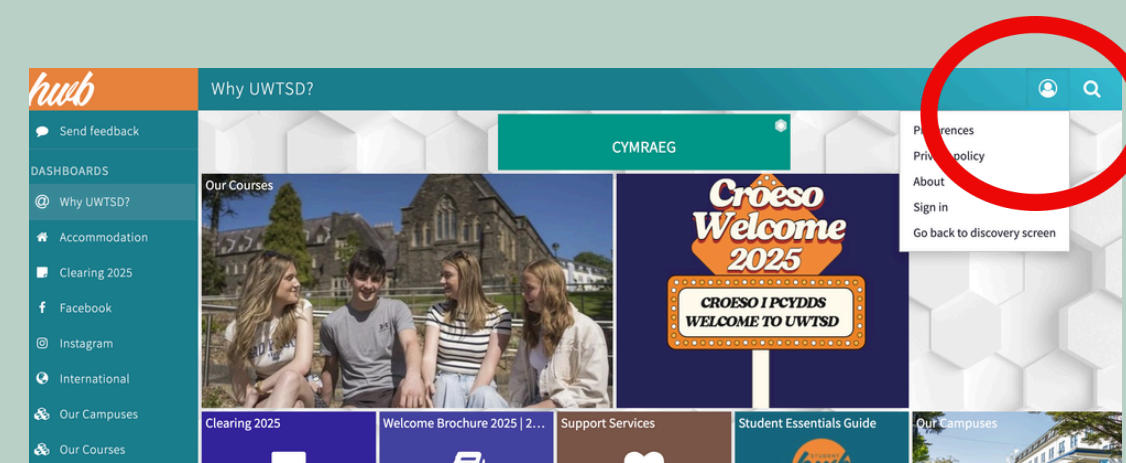
2

Then, click the Student Hwb portal link from the search results.



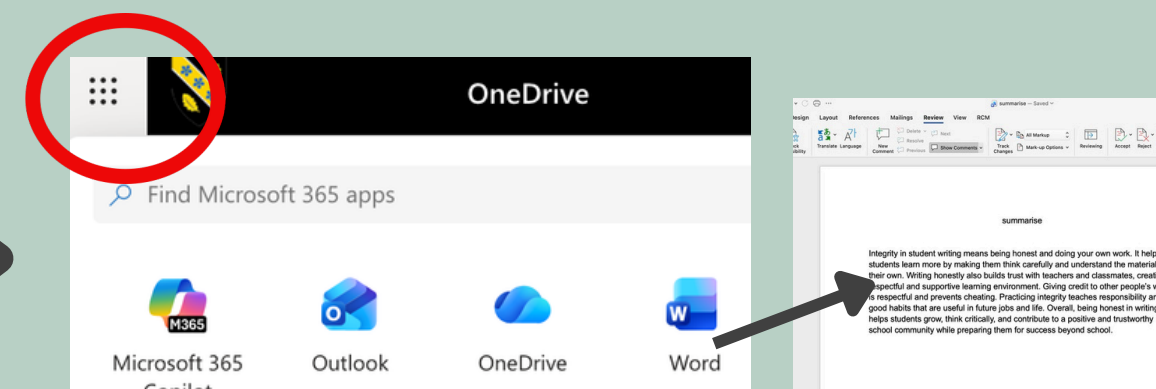
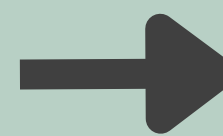
3

Sign in using your student login details, this will launch the HWB homepage where you can access the Microsoft 365 apps including the word document



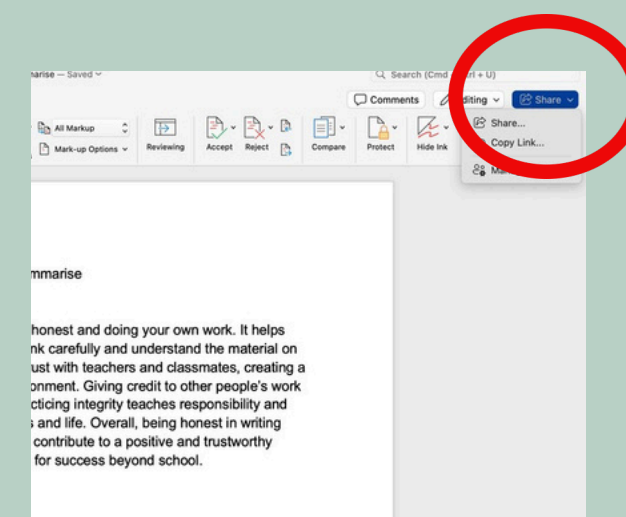
4

Click on the (app launcher) nine dots at the top corner of the screen and open an existing online Word document that you want to share or create a new one.



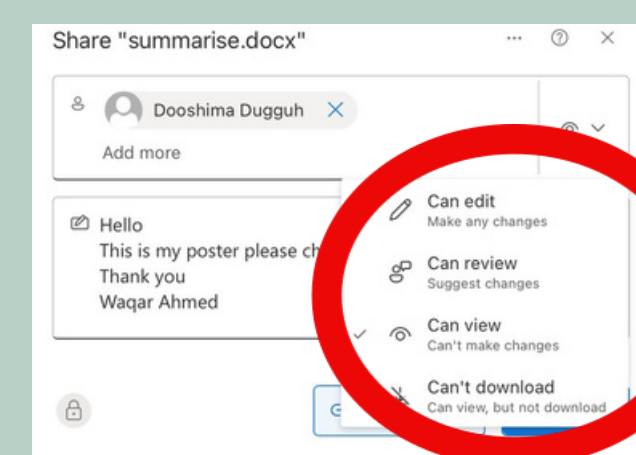
5

Now a blue "Share" button will be visible in the top right corner. To start the sharing procedure, click this button.



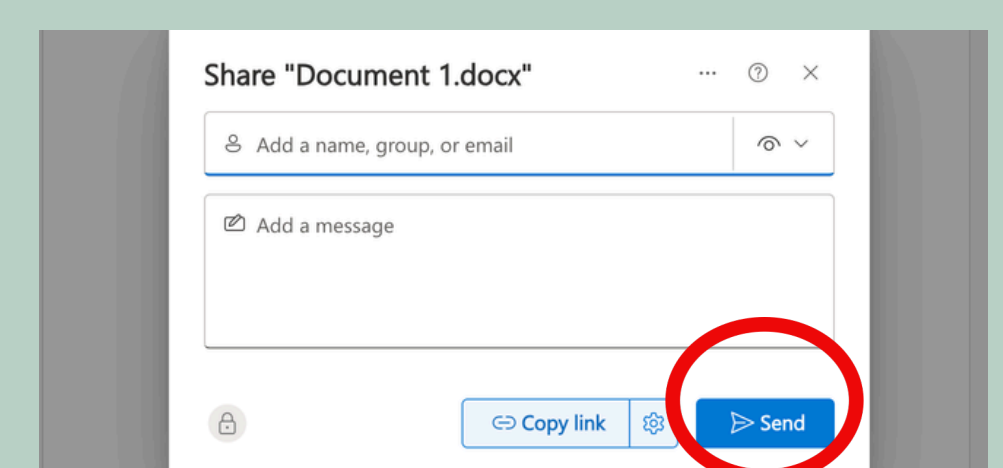
6

A box with sharing choices will appear. Click on the dropdown menu to select the permissions options for receiver to edit the document or only view it is up to you.



7

Next, in the box, enter the email address of the person you want to share the file, with with a short message and then click send. A email with a link to your document will be sent to the recipient.



Students and staff may collaborate more effectively and easily when they share files using OneDrive. These steps will make sure the right individuals may access and update files by carefully checking the permissions.