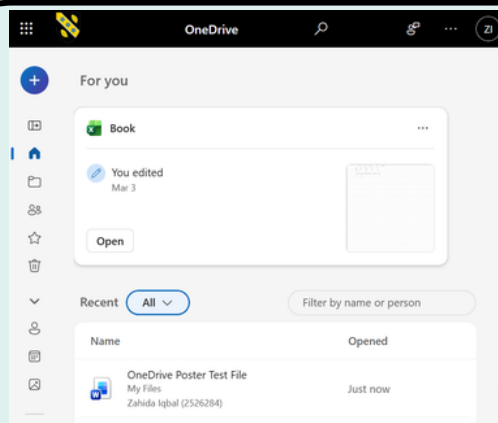


How to share files via OneDrive

NAME: ZAHIDA IQBAL

ID: 2526284

LECTURER'S NAME: DR KAZEEM OSENI



1

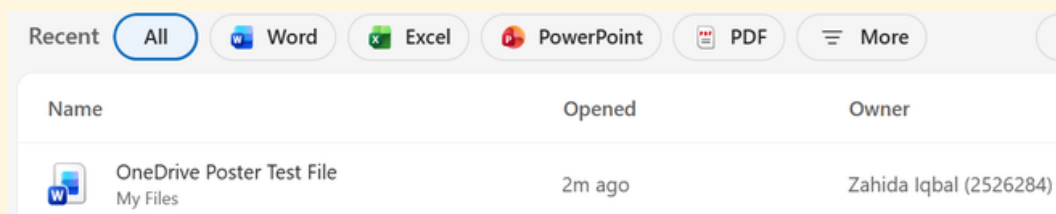
OPEN ONEDRIVE

Open OneDrive, this may be the app or through the website. Then Sign In. After you have signed in, you will see your saved files.

2

FIND YOUR FILE

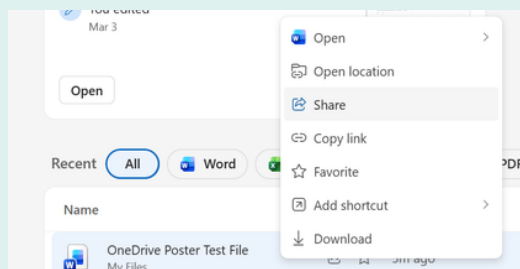
Now you have to search for your file, to do this you have to use the search bar or you can scroll through your files to find the one you want to share.



3

CLICK THE SHARE BUTTON

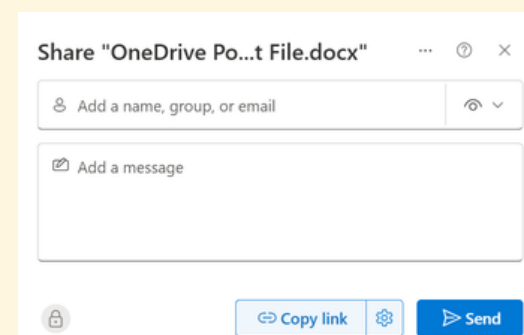
Now you have to right-click the file you want to share and a menu will appear which will have multiple options on it. Click on the "Share" button



4

CHOOSE HOW YOU WANT TO SHARE THE FILE

You have two options to share your file, you can either email it to the person from the pop-up menu or you can copy the link and send it to someone. To email it, you can just type in the person's email and click send. To copy the link you can click the button that says "Copy link" and then you can send the link to someone yourself, for example via text message.



5

PERMISSIONS

After entering the person's email, to the right there will be a box and if you click it you can set what permissions they are allowed such as "Can edit", "Can view" After selecting the permission click send.

