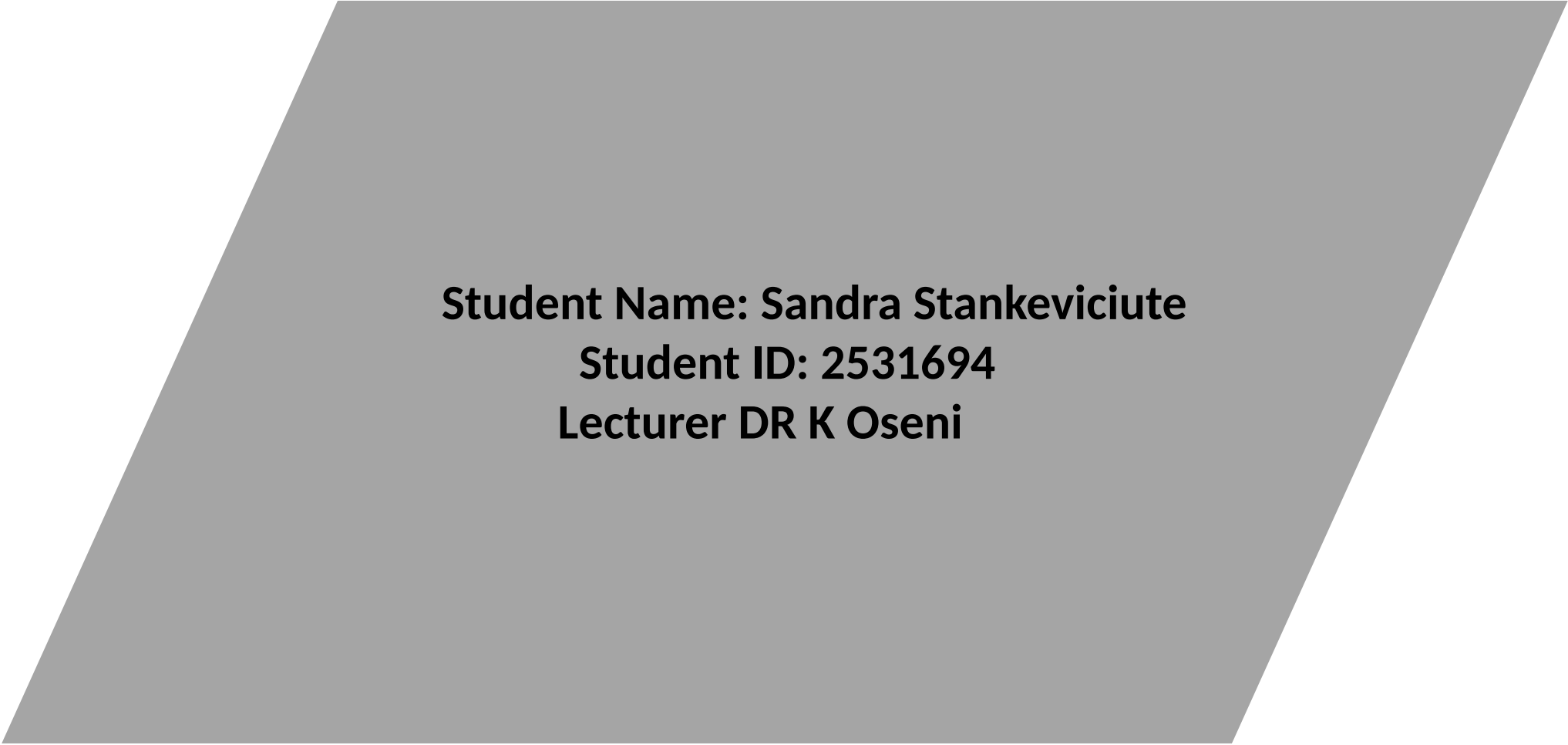
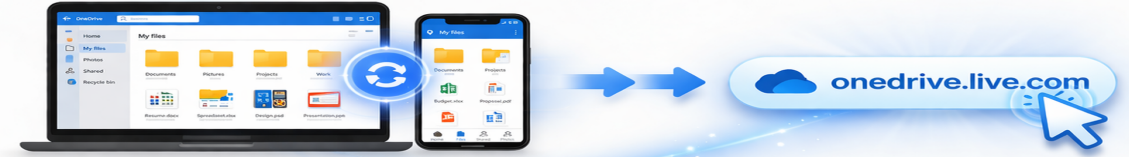




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# 5 Steps to Share File via OneDrive

1. Go to OneDrive  
Find OneDrive on your device and open it



2. Select the file or folder of your choice.  
Choose the file/folder you want to share.

3. You must click "share"  
Third step will require you to select the file then click the **share** button.



4. Set permissions and enter recipients  
Choose who can access the file and enter names, emails, or copy the link.



5. Send and Done  
Click send or copy the link to share the file.



Recipients get access instantly!