

How to Share a File via OneDrive

Benson Oni, 2517532
Lecturer: Dr Kazeem Oseni

Introduction

OneDrive is Microsoft's cloud storage service that lets you upload, store, and share files easily. It keeps your files synced across devices and accessible anywhere.

Step 1

Upload your file to OneDrive by dragging into the OneDrive folder or selecting 'Upload'.

Step 2

Right-click your uploaded file and select 'Share' to open the sharing options.

Step 3

Enter people's email addresses or choose 'Copy Link' to generate a shareable link.

Step 4

Choose permissions: Allow recipients to 'View Only' or 'Edit' the file.

Step 5

Add a message to give context before sending the sharing invite.

Step 6

Copy the shareable link and send it by email, Teams, or messaging apps.

Step 7

Use 'Manage Access' to remove users, change permissions, or stop sharing anytime.

References

Microsoft OneDrive Documentation (2024)
Microsoft 365 User Guide – File Sharing (2024)
Microsoft Cloud Storage Policy Guide (2024)

Conclusion

OneDrive is a secure and efficient way to share files. With permission controls and cloud access, it is ideal for collaborating at work, school, and home.

