

HOW TO SHARE A FILE VIA THE ONEDRIVE

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All the information from this poster or if you want to search more about it you can access the link attached below.

<https://techcommunity.microsoft.com>

01.

Open the OneDrive app on your laptop or visit the OneDrive website.



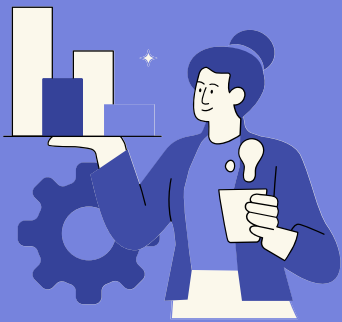
02.

Find the File. Go to your OneDrive folder and locate the file you wish to share.



03.

Choose the document. To select the file, click on it. Options could show up in a menu or at the top of the page.



04.

Find the "Share" button to get the "Share" option. This is typically shown as a human icon with a plus sign or just the word "Share". Press it.



05.

Choosing sharing options. You can select how to share the file in a window that appears. You can either get a shareable link or enter the email addresses of the individuals you wish to share with



06.

Set permissions. Choose if you want the individuals you are sharing the file with to be to read it or edit it. These settings are modifiable in the sharing options. Send "click" if you have input email addresses. If you decided to get a link, copy it and distribute it via your preferred channel (email, chat, etc.)



PURPOSE

By giving users the ability to provide others access to view or change files, both inside and outside of their organisation, while still maintaining control over permissions, OneDrive file sharing aims to promote collaboration and information access.



ADVANTAGES

- Easy sharing
- Real-time collaboration
- 'Reduced email attachments
- Granular access control
- Ofeline access
- Secure sharing
- Data encryption
- Revoke access
- Private by default
- Files on-demand
- Storage expansion
- Integration with Microsoft 365
- Easy file organization