

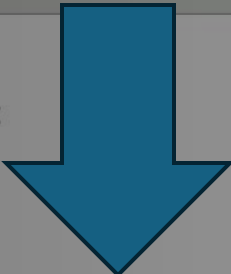


**Welcome
this is a short
tutorial on how to
share a file via
onedrive.**



Step 1

Sign in to OneDrive.com



Microsoft
Sign in

No account? [Create one!](#)

Next

Step 2

Once you sign in to your account select the file or folder you would like to share.

My files - OneDrive

onedrive.live.com/?id=root&cid=11F191C02B3B9C60

OneDrive

Search everything

+ Create or upload

Sort ▾ ▮ Details

Sabina Dolinska

Home

My files

Photos

Shared

Recycle bin

Browse files by

People

Get storage for all your files and photos.

Buy storage

Storage

< 0.1 GB used of 5 GB (1%)

Get 100 GB free for a month. Start your trial now to get more storage for all your files and photos. Start free trial X

My files

Name ↑ ▾	Modified ▾	File size ▾	Sharing
Documents	7 minutes ago		Private
Personal Vault	7 minutes ago		Private
Pictures	7 minutes ago		Private
Bold classic email signature (1).docx	Less than a minute ...	36.3 KB	Private
Getting started with OneDrive.pdf	7 minutes ago	1.10 MB	Private
Modern elegant email signature.docx	Less than a minute ...	31.0 KB	Private
Sabina Dolinska email signature.docx	Less than a minute ...	194 KB	Private

My files - OneDrive

onedrive.live.com/?id=root&cid=11F191C02B3B9C60

OneDrive

Search everything

Create or upload

OpenShareDeleteMove toCopy toDownloadRenameEmbed

1 selectedDetails

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People

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Buy storage

Storage

< 0.1 GB used of 5 GB (1%)

My files

Now that you choose the file select the share icon.

Documents

Personal Vault

Pictures

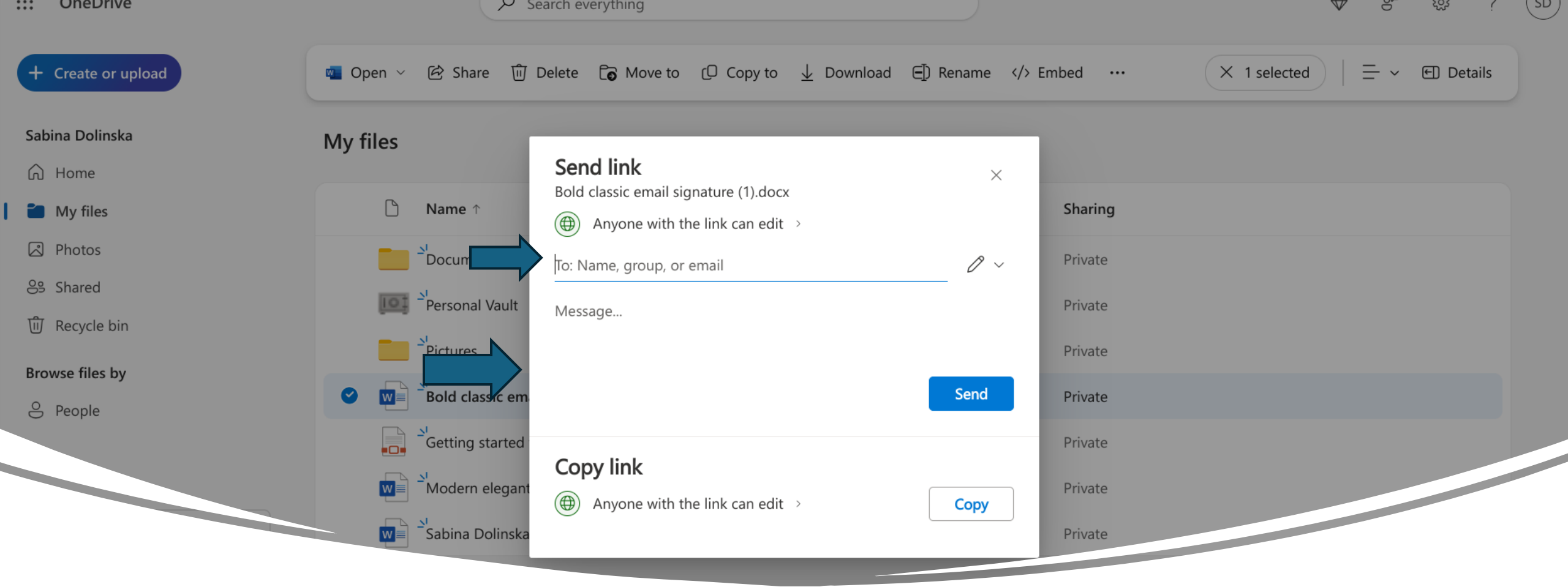
Bold classic email signature (1).do...

Getting started with OneDrive.pdf

Modern elegant email signature.docx

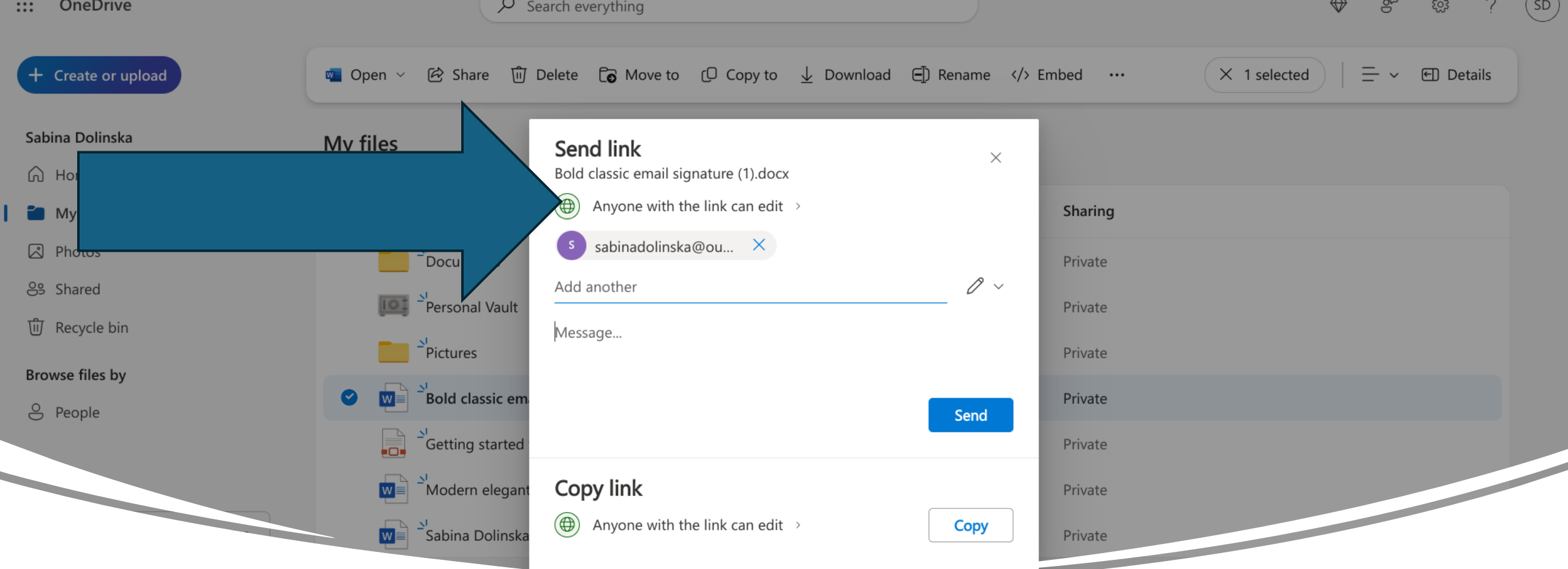
Sabina Dolinska email signature.docx

Name ↑	Modified	File size	Sharing
Documents	45 minutes ago		Private
Personal Vault	45 minutes ago		Private
Pictures	45 minutes ago		Private
Bold classic email signature (1).do...	38 minutes ago	36.3 KB	Private
Getting started with OneDrive.pdf	45 minutes ago	1.10 MB	Private
Modern elegant email signature.docx	38 minutes ago	31.0 KB	Private
Sabina Dolinska email signature.docx	38 minutes ago	194 KB	Private



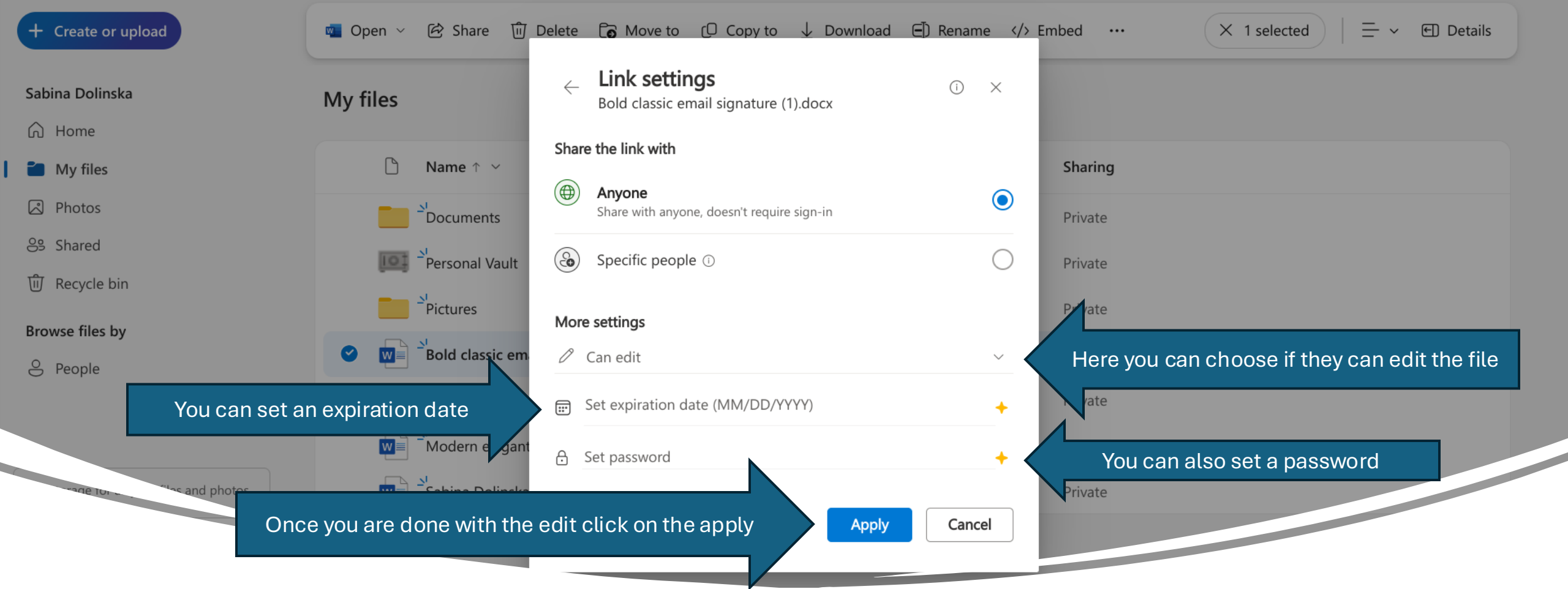
Step 4

- Now enter the name or email to who you want share it with.
- You can even leave them a message.

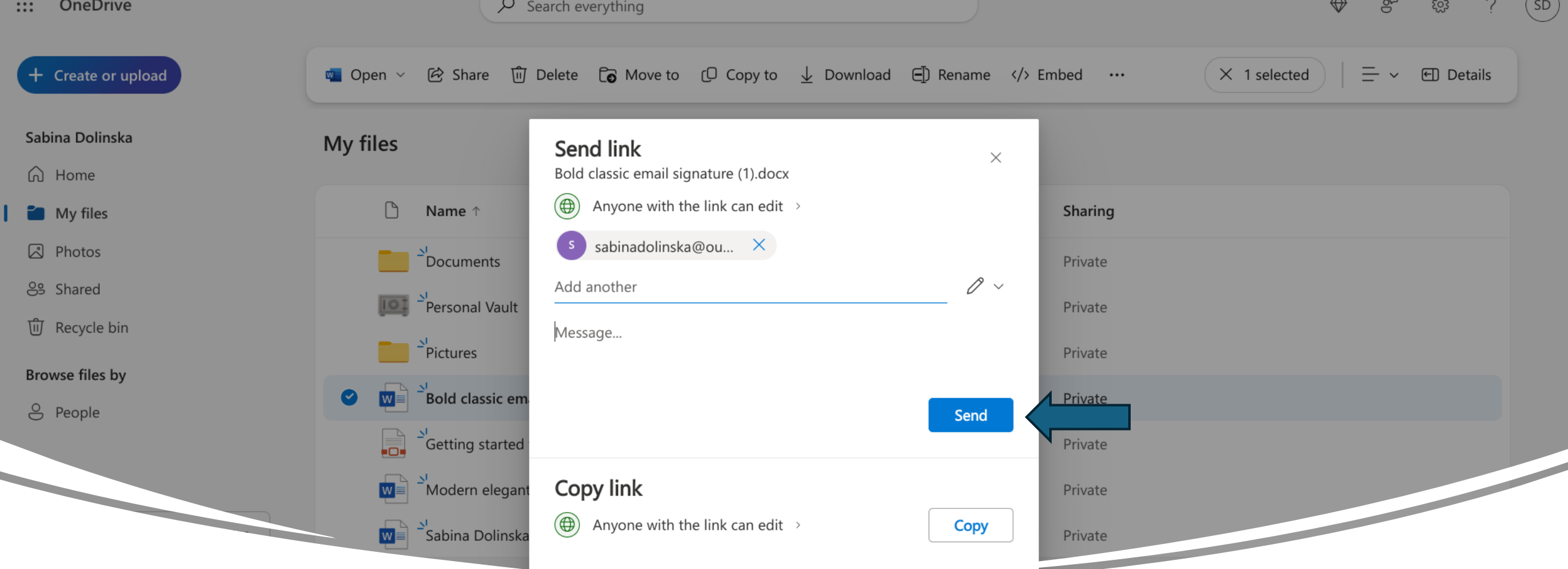


Step 5

- You can also edit the file by choosing "Anyone with the link can edit"



Step 6



Step 7

Once you are happy with everything select send and you are done.