

How to Share a File via OneDrive

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(Web browser)

01

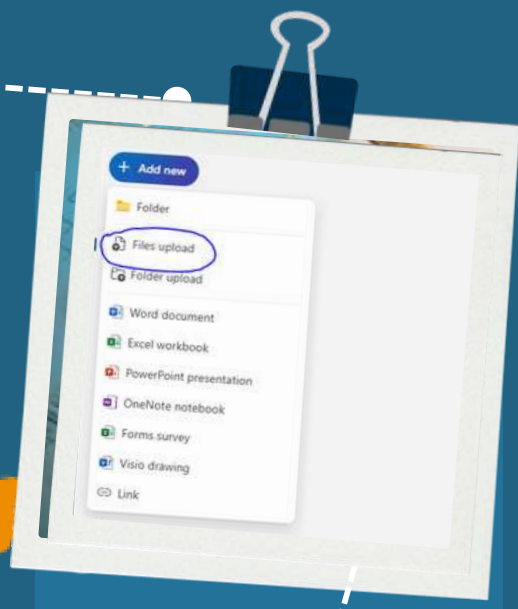
Sign in at
onedrive.live.com



Upload File

02

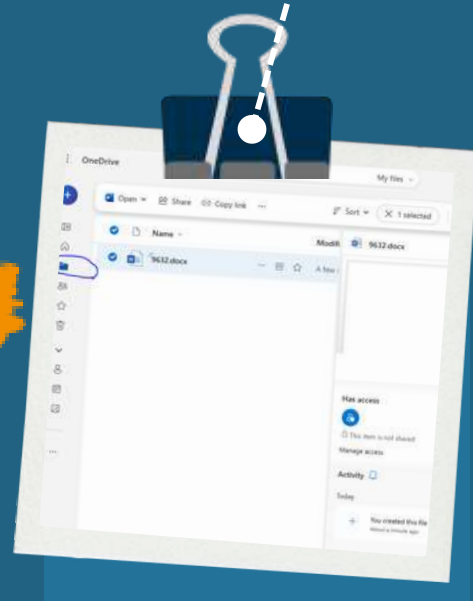
Upload and choose
your file or folder



Locate Your File

03

Find the file you
want to share



Click Share

04

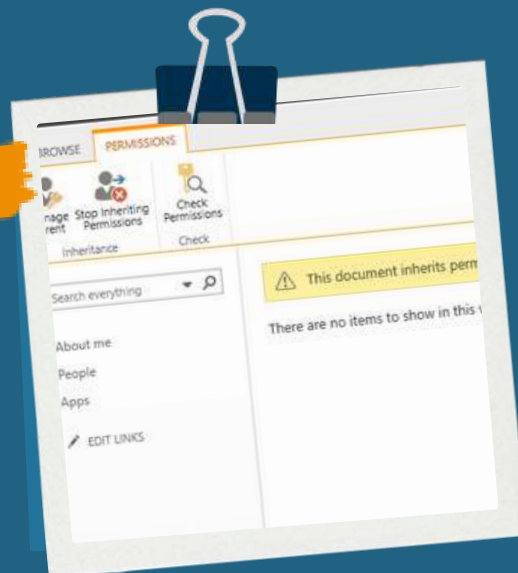
Click the "Share"
button next to the file



Set Permissions

05

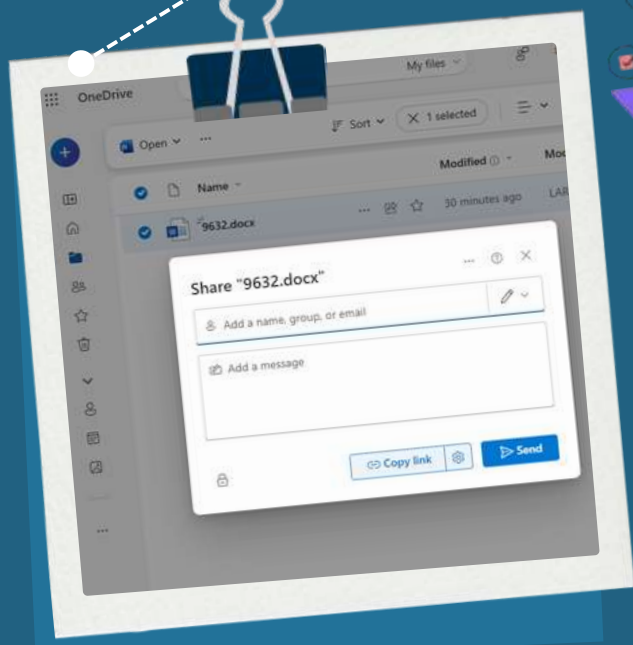
Choose if
they can
edit or
just view



06

Send or Copy Link

Click "Send" or copy
the link to share
elsewhere



Bonus Tips Section

07

- Set passwords or expiry dates for more control
- Stop sharing anytime via "Manage Access"



• Why Use OneDrive?

08

- ✓ Safe & Secure
 - ✓ Share Large Files
 - ✓ Access from Anywhere
- Add icons: lock, cloud, check mark

