

how to share a file via the one drive

STEP 1 : OPEN ONE DRIVE APP

**STEP 2 :
FIND THE
SEARCH BAR
TYPE THE
FILE NAME**



**STEP 3 :
OPEN THE
FILE AND
CHECK FOR
ANY ERRORS**

**STEP 3 : CLICK THE SHARE BUTTON IN THE
TOP RIGHT CORNER OF PAGE**

**STEP 4 : CLICK
SHARE ONCE
WINDOW IS OPEN**

**STEP 5 : TYPE THE
EMAIL OR LINK
YOU WOULD LIKE
TO SHARE FILE
WITH**