

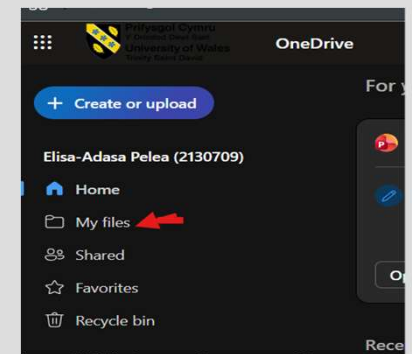
How to Share a File via OneDrive

Introduction

Microsoft OneDrive is a cloud-based storage platform that allows users to save, access, and share files securely online. Sharing files through OneDrive enables real-time collaboration, version control, and easy access from any device. It's a simple and efficient way to work with others, especially in professional or academic environments.

Step-by-Step Guide

1. Upload Your File: Open OneDrive in your browser or app. Click 'Upload' and select the file you want to share.
2. Locate the File: Once uploaded, find your file in your OneDrive folder.
3. Click 'Share': Hover over the file name and select the Share icon (a person with a plus sign).
4. Choose Sharing Options: Decide whether others can Edit or View only. You can also choose to limit access to specific people or allow anyone with the link.
5. Enter Email or Copy Link: Type the recipient's email or click Copy Link to share via email, Teams, or another platform.
6. Send and Confirm: Click Send. The recipient receives an email with access to your shared file.



Tips & Best Practices

- Double-check permissions before sharing sensitive information.
- Use the 'People with existing access' option when re-sharing internal files.
- Turn on link expiration for time-limited sharing.
- Organize shared files into labeled folders for easy access.