

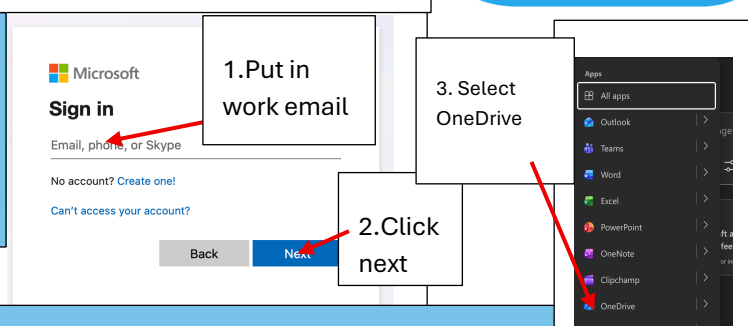
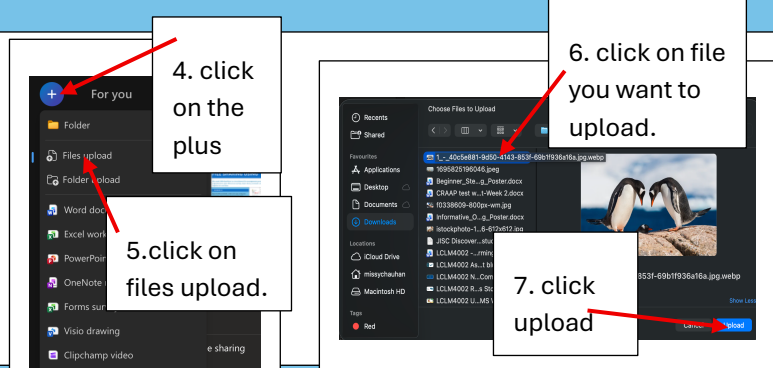
FILE SHARING USING OneDrive

Microsoft 365s OneDrive is a cloud-based file management system that lets organisations store files more safely, share them, and work on them together in real time.



1. SIGNING IN

Sign into Microsoft 365, online or in app, using your work email. Open OneDrive from the app menu.

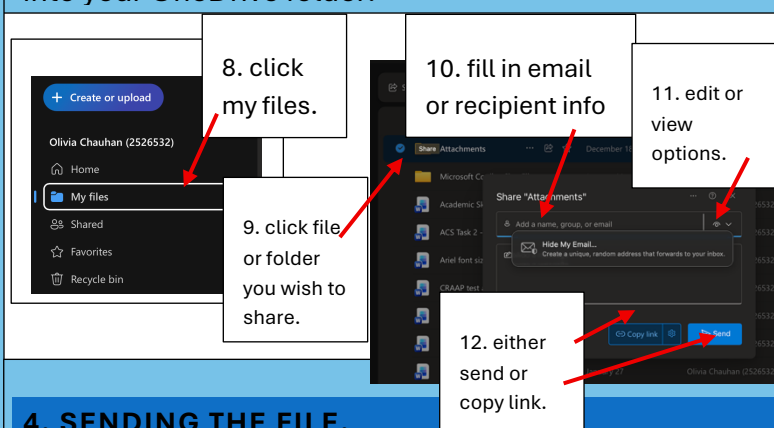


2. UPLOADING YOUR FILES.

after signing in you want to click onto the upload button and select files from your device that you wish to upload, these files will be highlighted when selected. shortly after, the file should be uploaded into your OneDrive folder.

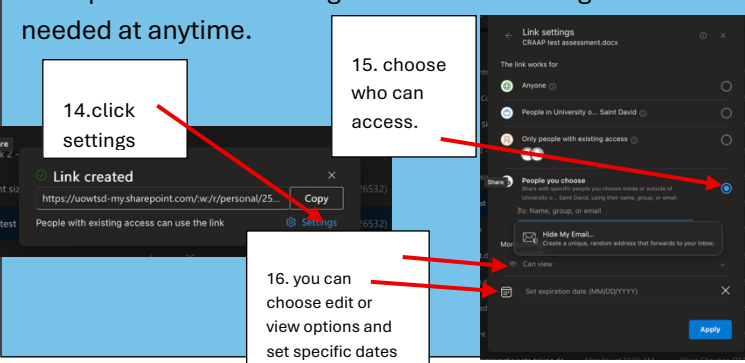
3. SHARING FILES.

Go to my files when you find the file, you want to share, highlight it and then click on the share button, a window should appear, declaring that you wish to share the file. Then you should enter the email of the person you wish to share the file with. You will have the option where they can view, which would be a read only option or, or an edit option where they can edit the file.



5. LINK SETTINGS AND MANAGING SHARED ACCESS

When setting up a link, you can add specific dates (deadlines and specific opening times), or restrict access to certain individuals, or only give access to certain individuals. When managing shared access, you can at anytime return to the file and open the share settings to remove or change access if needed at anytime.



4. SENDING THE FILE.

Click on send to share directly through email, when you have decided on your option, or copy the link and paste it into a message (this could be on a teams page, or message board for singular or multiple access)

