

Share your file on one drive

EVERYTHING
YOU NEED TO
KNOW

STILL STUGLING TO
SEND DOCUMENTS
VIA ONEDRIVE

Sending documents via
OneDrive made easier
with our simple steps

How to share a file via OneDrive

Need to know how to send a document via one drive. Simply go your Online, Moodle, university account.

Make sure to sign in to be able to get the most of your Hwb student university homepage for full access of useful link for your future as a university student.

Locate the document that
you wish to send.

Next you will need to
select the **file button**,
which is displayed on the
top left hand side bar of your
computer or laptop screen

Once you have done that
Select share

Then select Share with
people

You will need to press (add a
name, group or email).

Now select people you wish
to share file with from the
contact list below on your
screen or manually type in
your desired contact
information details.

You can now add a message
as a topic for your file so that
the receiver has a clear
understanding of what the
file you are sending is about
regarding.

You can complete with
sending your
file through OneDrive
by pressing send.

Contact information

Email: j.jennybrown@hotmail.co.uk

Office
open 8.30am-
5.30pm Mon-Friday

Mobile phone contact number:
07990477796 Office telephone number

- Here is a list of reasons you may need to use this option to send documents.
- To share documents from instructions to work presentations and new projects
 - To share a file to multiple people
 - To