



HOW TO SHARE A FILE ON ONEDRIVE

Step 1

Create a Microsoft account.

This is a simple and easy task to complete. Go to the Microsoft account website, follow the instructions to create an account.

Set up your account by registering with Microsoft, and follow the instructions to get set up.

Step 2

Install the OneDrive app.

This can be done on your computer or phone device

This simple process can be done on your laptop, desktop or mobile device.

Step 3

Sign in to the app.

Sign in to OneDrive with your Microsoft account email and password. When logged in, you can choose which folders on your computer to access your information, such as the desktop, documents, and pictures

Sign in to your account by logging in. When you are logged in, choose the folder or picture document on your desktop, laptop, or mobile device.

Step 4

Upload and manage files.

Click the + icon, and then upload the folder or file you want to add by choosing from the drop-down box.

Step 5

Share files.

Simply share the folder, file or document with other people directly from OneDrive.

Right-click and share, find the file or folder and select Share.

Enter the email address and get ready to send. You have the option to create a link.

Benefits of using OneDrive at the Spread Eagle department.

The benefits of OneDrive is you have the freedom to access your files from anywhere device as you don't need to be on your desk top.

Log in to your Microsoft account on any device to get your files.

You can use your mobile device, laptop or Mac to share your documents, click and send.

