

LCLM 4002

Cert HE Business Skills for the Workplace

Digital Skills



Sharing Files in
OneDrive



INTRODUCTION:

This poster explains how employees can securely and efficiently share files using Microsoft OneDrive. OneDrive is widely used in workplaces to support collaboration, version control, and remote working. Following the correct process helps protect organisational data while enabling teamwork (Mercurio and Merrill, 2021).

STEP 1: ACCESS ONEDRIVE

1. Open your web browser and go to office.com
2. Sign in using your work email and password
3. Select OneDrive from the Microsoft app menu (Microsoft, 2023).

STEP 2: SELECT THE FILE TO SHARE

1. Locate the file or folder you want to share
2. Right-click the file or select the three dots (...) next to it
3. Choose Share from the menu (Marston et al., 2011).

How to Share a File via OneDrive (Microsoft 365 web)

1 Open OneDrive in browser

- Login to Microsoft 365, select OneDrive



2 Select the file

- Click the circle icon next to the file name



3 Configure settings

- Choose permission level, e.g., 'Can view' or 'Can edit'



4 Click "Share"

- Look for the 'Share' icon on the top toolbar



5 Send link

- Enter email addresses or copy the link to send



STEP 3: SET SHARING PERMISSIONS

In the sharing window, choose how others can access the file:

1. Can view – recipients can read but not change the file
2. Can edit – recipients can make changes (Behl and Behl, 2017).

STEP 4: SHARE THE FILE

You can now share the file in two ways:

1. Enter the recipient's work email address and select Send
 2. Or choose Copy link and paste it into an email or Microsoft Teams chat
- Always double-check the permissions before sending (ISO, 2022).

STEP 5: MANAGE AND REVIEW ACCESS

After sharing:

1. Select the file and open Manage access
2. Review who has access
3. Remove or change permissions if no longer needed

This helps maintain control over shared information (Peltier, 2016).

OneDrive File Sharing: Process Flow (Microsoft 365)

SELECT & INITIATE



LOCATE & SELECT

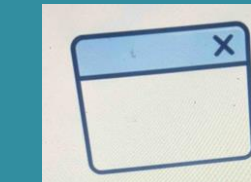
Navigate to the file and click the selection circle

CLICK 'SHARE'



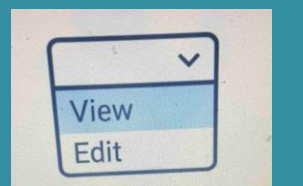
Use the 'Share' button in the command bar

OPEN DIALOG



The sharing settings window appears

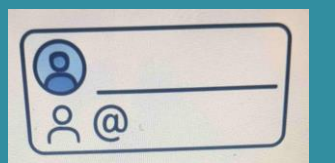
CONFIGURE & SEND



CHOOSE PERMISSIONS

Select 'Can view' or 'Can edit' from the dropdown

ADD RECIPIENTS



Enter names, emails, or groups

SEND OR COPY



Click 'Send' or 'Copy link' to finalize

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- International Organization for Standardization (ISO) (2022). ISO/IEC 27001: Information Security Management Systems. Geneva: ISO.
- Marston, S., Li, Z., Bandyopadhyay, S., Zhang, J. and Ghalsasi, A. (2011). 'Cloud computing The business perspective', Decision Support Systems, 51(1), pp. 176–189.
- Mercurio, R. and Merrill, B. (2021). OneDrive. Beginning Microsoft 365 Collaboration Apps, 6(2), pp.81–102.
- Microsoft (2023). Share OneDrive files and folders. Available at: <https://support.microsoft.com> (Accessed: 6 February 2026).
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