

HOW TO SHARE A FILE VIA ONEDRIVE

MICROSOFT ONEDRIVE

OneDrive is Microsoft's cloud storage service integrated with Microsoft 365. Sharing files through OneDrive allows colleagues and clients to access documents securely — without sending large email attachments. Follow the steps below to share any file quickly and safely.

STEP-BY-STEP GUIDE

1 SIGN IN TO ONEDRIVE

Go to onedrive.live.com or open OneDrive from your Microsoft 365 app launcher. Sign in with your **work or school account** email and password.

2 LOCATE YOUR FILE

Browse to **My Files** in the left sidebar. Navigate to the folder containing the file you wish to share, or use the **search bar** at the top to find it quickly.

3 CLICK "SHARE"

Right-click the file and select **Share**, or hover over the file and click the **Share icon** (↗) that appears. A sharing dialog box will open.

4 SET PERMISSIONS

Click **"Anyone with the link"** to open permission settings. Choose whether recipients can **Edit** or only **View** the file. You can also set an **expiry date** or password.

5 ENTER RECIPIENT'S EMAIL

Type the **name or email address** of the person you want to share with. For internal staff, their name may appear automatically as you type. Add a **message** if needed.

6 SEND THE INVITATION

Click **Send** — the recipient will receive an email with a secure link. Alternatively, click **"Copy Link"** to paste the link into Teams, Outlook, or any other platform.

SHARING PROCESS OVERVIEW



SELECT
FILE



CLICK
SHARE



SET
PERMISSIONS



ENTER
EMAIL



SEND
INVITE



FILE
SHARED!

PERMISSION TYPES EXPLAINED

PERMISSION LEVEL	WHAT THEY CAN DO	BEST USED FOR	ACCESS TYPE
Can Edit	View, edit, and save changes to the file	Collaborative team documents	EDIT
Can View	Read the file only — cannot make changes	Reports, policies, reference docs	VIEW ONLY
Specific People	Only named individuals can access the link	Confidential or sensitive files	RESTRICTED
Anyone with Link	Any person who receives the link can open it	Public-facing or widely shared docs	OPEN
Block Download	Can view online but cannot download the file	Protecting sensitive IP or templates	NO DOWNLOAD

✓ BEST PRACTICES

- Always use **Specific People** for sensitive documents
- Set an **expiry date** on links shared externally
- Regularly review shared files via **Manage Access**
- Use **View Only** if recipients don't need to edit
- Notify recipients before sending so they expect the email

⚠ IMPORTANT REMINDERS

- Never share confidential files using "**Anyone with link**"
- External sharing may require **IT admin approval** in your organisation
- Shared links can be **revoked** at any time via Manage Access
- Files remain stored in **your OneDrive** — not copied to theirs
- Check your organisation's data sharing policy before sharing externally