



Share via

ONE DRIVE



01

Step one

Start by signing into your OneDrive account at onedrive.com using your Microsoft credentials. Once logged in, click the "Upload" button at the top menu. Choose the file or folder you want to upload from your device. You can also drag and drop files directly into your OneDrive window. Wait until the upload finishes completely. Your files will now be securely stored in the cloud, meaning they can be accessed from any device with an internet connection. This is the first step before you can share anything with others using OneDrive

02

Step two

Once your file is uploaded, navigate through your OneDrive folders to find it. You can use the search bar at the top to quickly locate your file by name. You may want to organize your files in folders to make sharing multiple items easier. OneDrive also offers options like recent files and shared items to help manage your content. Confirm that the correct version of your file is saved and ready to share. Checking the file before sharing helps avoid sending outdated or incorrect information to others.

03

Step three

To begin sharing, find the file and either right-click it or click the Share button that appears when you hover over the file name. A sharing options window will appear. This is where you decide how you want to share the file. You can choose to email the file directly from OneDrive or generate a shareable link. Sharing through OneDrive is secure and efficient, and the share button gives you full control over how your file is accessed and by whom.

04

Step four

Now it's time to choose sharing settings. You can allow people to view or edit the file. You can share with specific individuals by entering their email addresses, or you can create a link that works for anyone who has it. Additional options may include setting an expiration date, requiring a password, or blocking downloads. Once your settings are confirmed, click Send to email it or Copy Link to paste it elsewhere. The person you're sharing with will get access instantly, making collaboration or file delivery quick and simple.