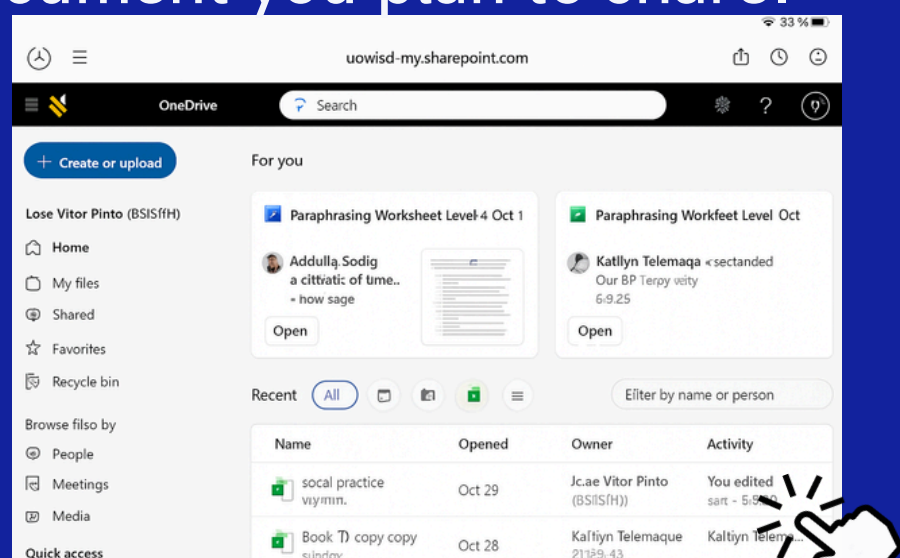


HOW TO SHARE A FILE VIA Onedrive



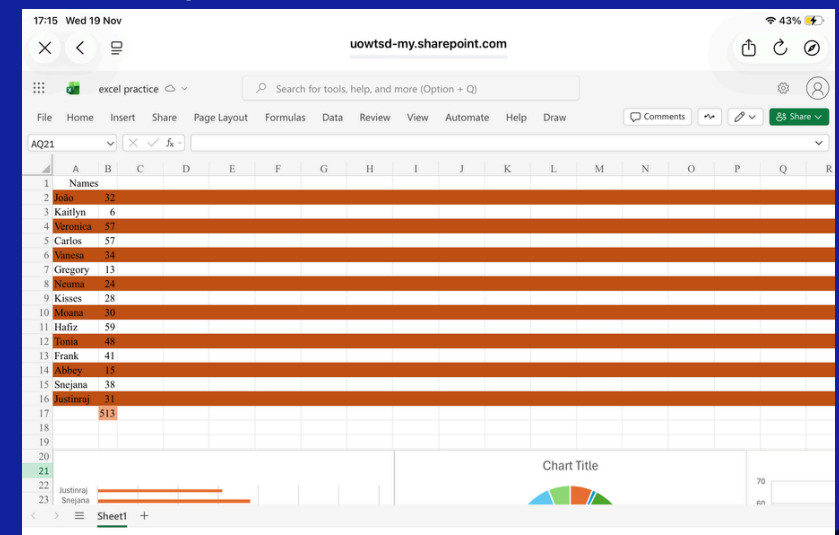
STEP 1:

In your files, select the one document you plan to share.



STEP 2:

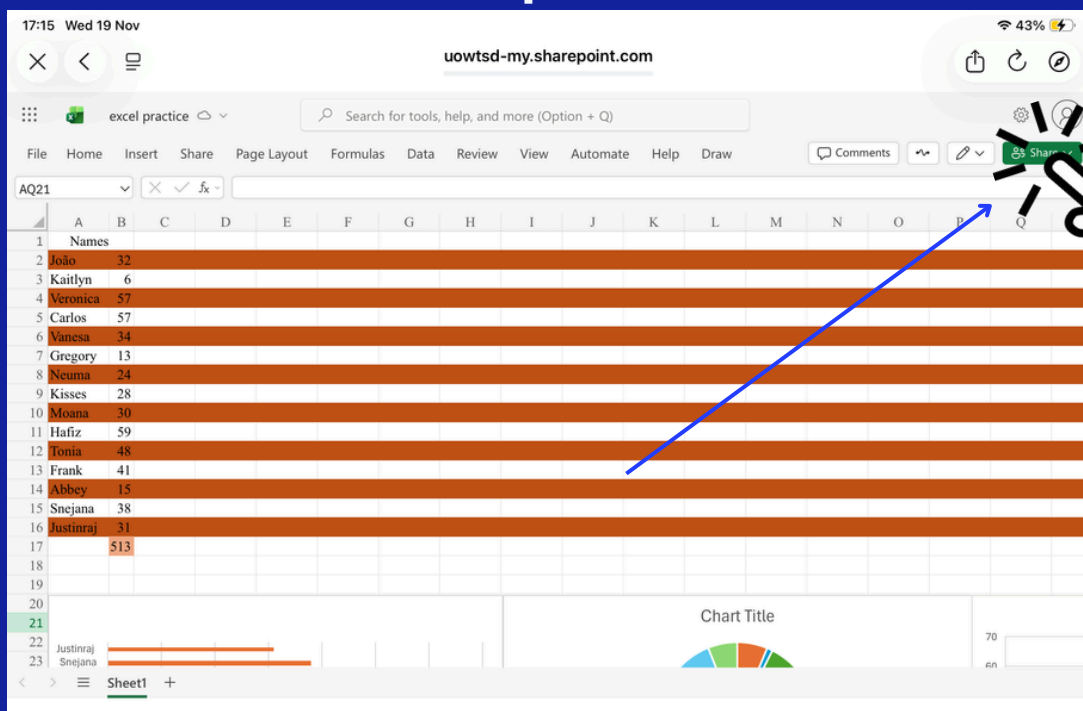
Check the file by looking at its name and extension. Then, review the first lines or metadata for expected details or keywords. If possible, verify the date or version number.



Step 3:

Tap the green Share button at the top right.

Step 4:



Step 5:

Hit Share. Decide to copy the link or share the file.

