

How to share a file via OneDrive

introduction

OneDrive is Microsoft's cloud storage platform, enabling secure file storage and sharing. Knowing how to share files correctly ensure privacy, personal, or professional settings.

Why should you use OneDrive:

OneDrive offers cloud storage, file sync, and collaboration features, making it a valuable tool for individuals and business. It allows you to access your files from any device, share them with others and collaborate on documents in real-time



Conclusion

OneDrive is a secure and useful tool for storing and sharing files particularly beneficial for both personal and professional use sharing files via OneDrive is simple and can be done either directly from your computer or through the OneDrive website you have control over how files are shared including options for email sharing, link generation, permission setting view or edit, expiration dates and password protection. one drive enhances collaboration by allowing users to work on shared documents in real time from any device

Step-by-step Guide

1.Share from your computer

- . Right-click your file in the OneDrive folder
- . Click "share"
- . Choose to:
- . Enter an email address directly or click "Copy link to generate a shareable link.

2.share from OneDrive

- . Visit onedrive.live.com and sign in
 - . click the share icon next to your file
- Customize link settings:
- . View or edit
 - . Expiration date
 - . Password protection
- .copy and share the link via email, chat, etc.

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