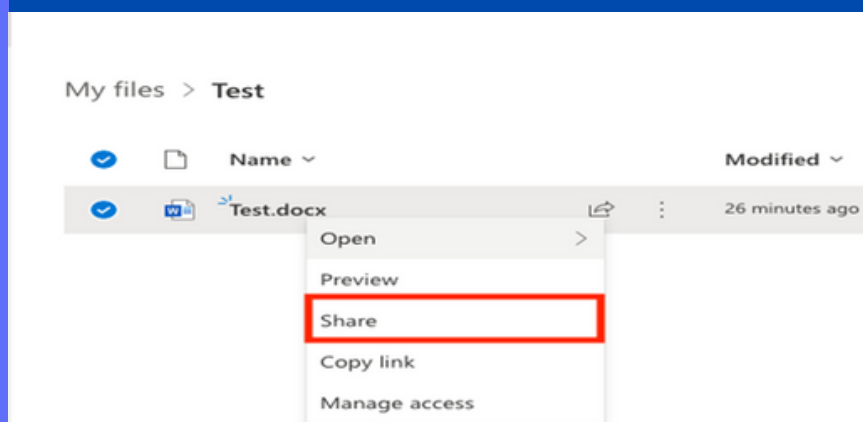


How to share a file via the OneDrive

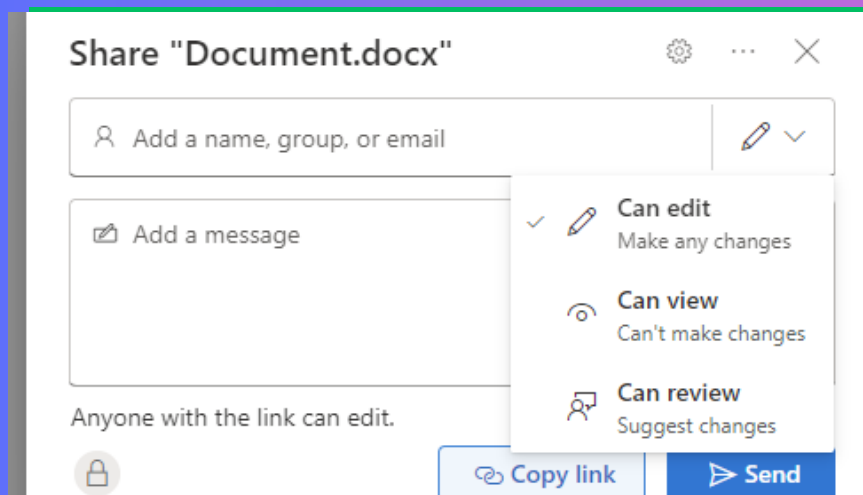


Go to OneDrive

Open "OneDrive" in your web browser or use the OneDrive app on your device.



Select the file you want to share or upload one file from your device if it's not listed.



Enter the names or email addresses of the people you to share with, add a message, and click send.

OneDrive is Microsoft's cloud storage service that lets you store, syncing, and share files safely across devices. It's very much integrated with Windows and Microsoft 365, making it easy to access your files anywhere.

Steps to create a public URL to your file so anyone with the link can use it.

Share through OneDrive

1. Go to the OneDrive website or the OneDrive app and find the folder you want to share.
2. Right-click the folder or select the Share icon, then choose Share.
3. In dialog box, enter the email addresses of the people you want to share with.
4. Check the "Allow editing" if you want recipients to be able to make changes, or uncheck it for view-only access.
5. Add a message.
6. Click Send. An email with a link to the folder will be sent to the recipients.

Copy link and paste it into an email

1. Go to the folder in OneDrive.
2. Select the Share icon and then click Copy Link.
3. Open your email client and start a new message.
4. Paste the link you copied into the body of the email.
5. Add recipients, a subject, and your message, then send.