

HOW TO SHARE A FILE VIA ONEDRIVE

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Introduction:

Sending files via OneDrive has made sending large documents much easier rather than sending them as links through email which might cause them to bounce! I

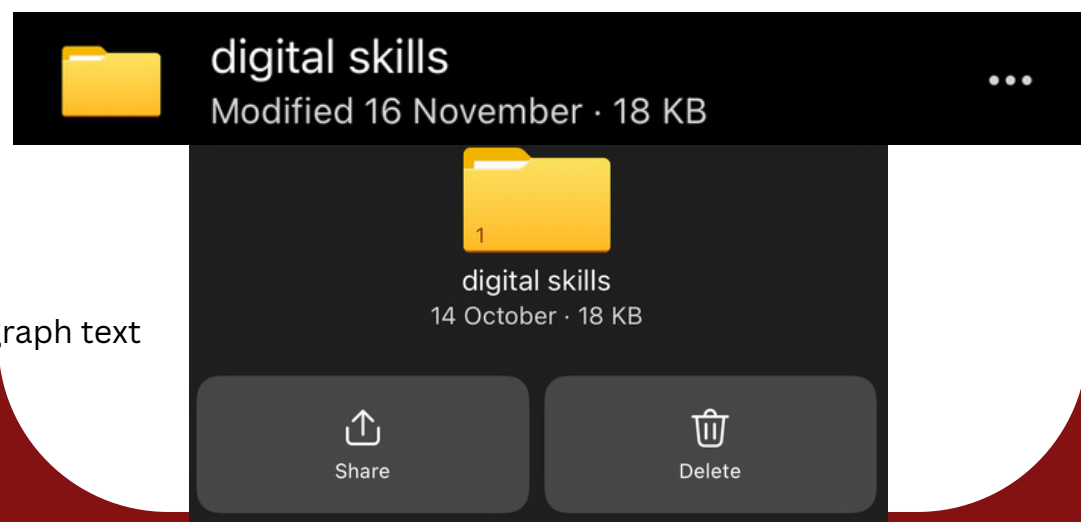
01. OPEN ONE DRIVE

The first step is to open up OneDrive and to sign into your account or create an account if you haven't already. OneDrive allows you to save edit and access your file online and offline



02. PICK A FILE

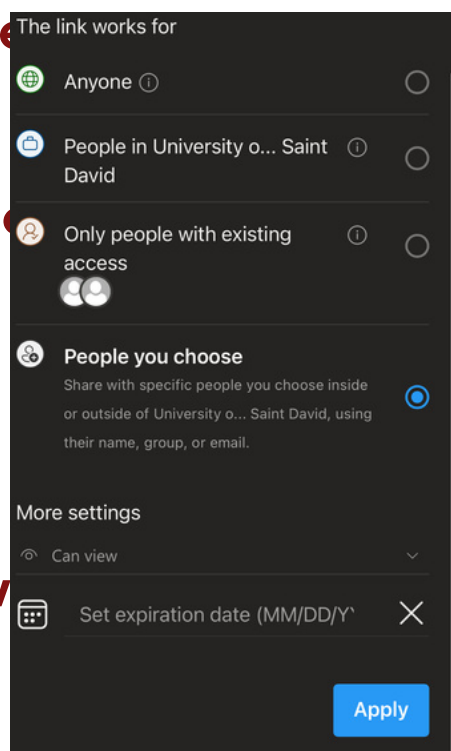
Go to your files and pick the file you would like to share.
Press the 3 small dots on the right side of the file then press share



03. CUSTOMISING

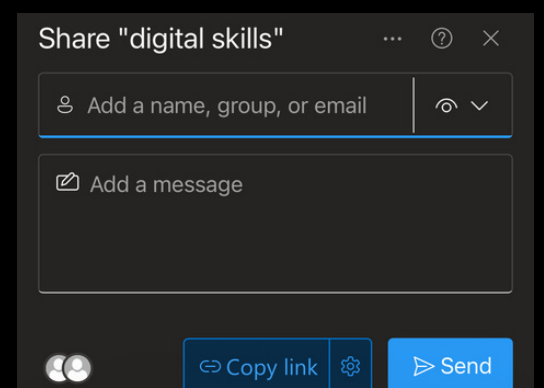
You are able to choose whether anyone who has the link has access to your file or if only the person you are sending it to has access

Another option is whether or not the recipient is allowed to edit the file or just view you MUST click apply after selecting your options



04. Sharing file

2 options either you can enter an email address and simply click send or you are able to copy the link and paste it sharing it whoever through texts or email and other forms



Conclusion:

OneDrive has made saving documents accessing them much more secure as it's saved automatically and much faster when it comes to sending files. It has also made collaboration and editing that much quicker and easier!