

HOW TO SHARE A FILE VIA THE ONEDRIVE

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ONEDRIVE IS A MICROSOFT 365 APP WHICH ENABLES THE SAVING OF FILES AND OFFERS MANY TOOLS TO SECURELY AND SAFELY HOLD YOUR FILES AND DOCUMENTS.



BELOW DETAILS THE STEPS ON
HOW TO SHARE FILES VIA THE
ONEDRIVE

1. OPEN ONEDRIVE ON YOUR PREFERRED DEVICE

ONEDRIVE IS ACCESSIBLE ON MULTIPLE DEVICES INCLUDING DESKTOPS, MOBILE PHONES ETC.

ON DESKTOPS, ONEDRIVE IS AVAILABLE ON WEB BROWSERS SUCH AS GOOGLE CHROME AND CAN BE INSTALLED AS AN APP
ON MOBILE DEVICES, ONEDRIVE CAN BE INSTALLED VIA THE PLAY STORE AND APP STORE.

2. LOCATE THE FILE TO SHARE

THIS CAN BE DONE BY LOCATING 'MY FILES' AND SEARCHING FOR YOUR DESIRED FILE TO SHARE.

ONEDRIVE ALSO HAS A SEARCH BAR IF YOU ARE STRUGGLING TO LOCATE YOUR FILE' CLICK THE SEARCH BAR AND TYPE IN THE NAME OF THE FILE TO PRECISELY LOCATE AND VIEW THE FILE

3. SELECT THE SHARE BUTTON

YOU CAN DO THIS BY SELECTING THE SHARE BUTTON DIRECTLY OR ALTERNATIVELY YOU CAN SELECT 'MORE OPTIONS' WHICH ENABLES A DROP DOWN MENU WHERE THE SHARE BUTTON IS ALSO PROVIDED

4. MANAGE CONTENT AND SEND



ENTER THE PEOPLE YOU WISH TO SHARE YOUR FILE WITH BY ENTERING THEIR EMAIL, MANAGE CONTENT ACCESSIBILITY AND SEND YOUR FILE EASILY TO THEIR EMAIL

WHEN MANAGING CONTENT ACCESSIBILITY, YOU CAN DECIDE WHO CAN VIEW, EDIT AND SHARE YOUR FILE.

TO ENSURE PRIVACY, THIS IS HUGELY IMPORTANT.

FOLLOW THESE STEPS AND YOU SHOULD BE ABLE TO NOW KNOW
HOW TO SHARE FILES VIA THE ONEDRIVE

