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Task 2 Poster
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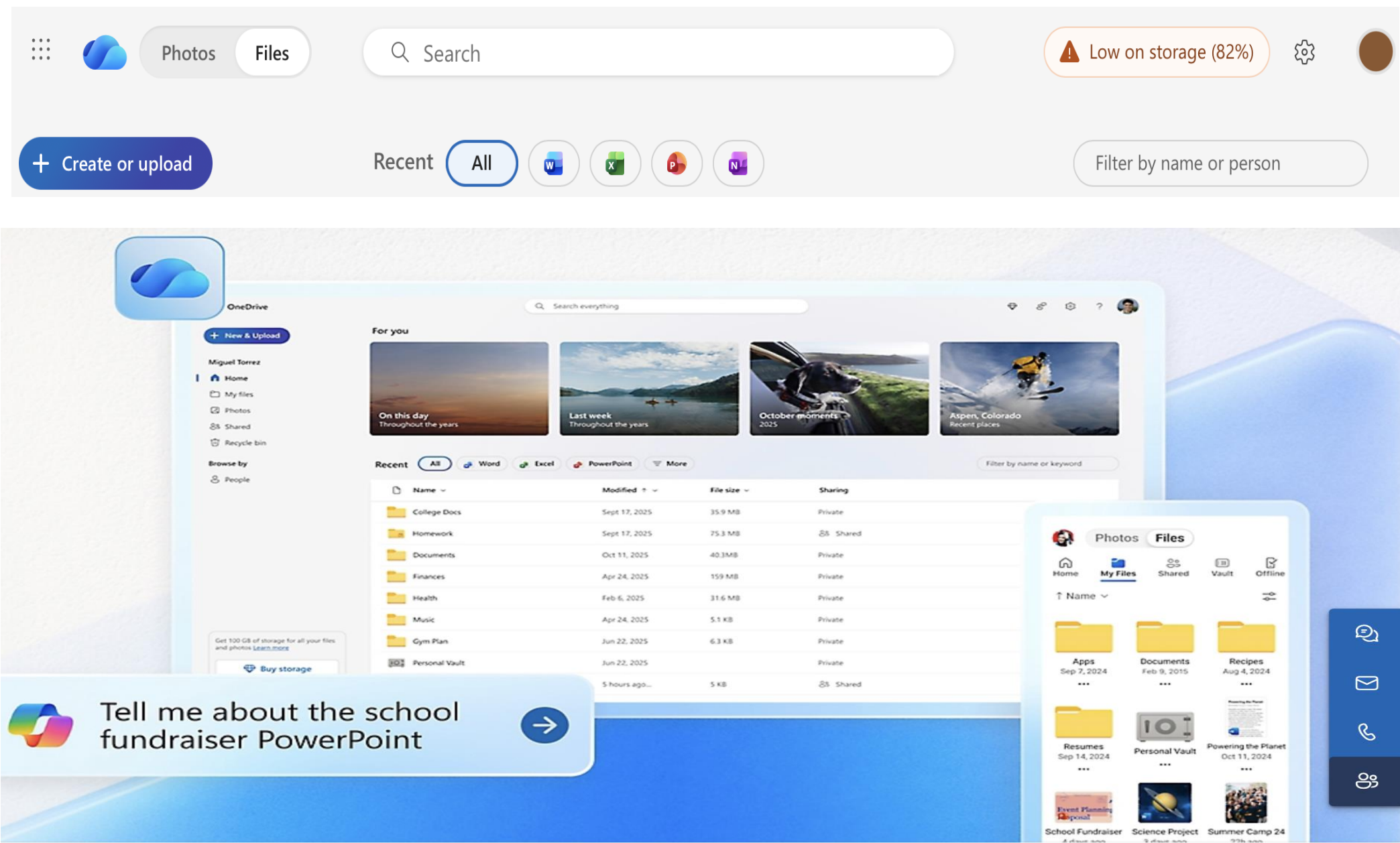
Programme:	Cert HE Business Skills for the Workplace		
Module:	Digital Skills		
Module code:	LCLM4002	Contribution to Overall Module Assessment (%):	100%
Module Leads:	Dr. Amer Kareem - London Caroline Walsh - Birmingham	Internal Verifier:	Dr Lizeta Demetriou Yohan Mendis Naomi Doerge
Assignment Title:	Digital skills portfolio	Word count (or equivalent):	3000 words equivalent

Step-by-Step Guide: How to Share a File via OneDrive

1. Introduction: The Importance of Secure File Sharing in Modern Workplaces

In today's digital workplace, transferring files quickly and safely is important for smooth cooperation. Microsoft OneDrive and other cloud-based services provide a single place to save, access, and share information from anywhere, making it possible for teams to work together in real time (Microsoft Corporation, 2025a). OneDrive makes it easier for people to work together by letting more than one person read and modify documents at the same time. This means less need for email attachments and physical storage, which speeds up workflows and boosts productivity (Microsoft Corporation, 2025b). OneDrive also works with the Microsoft 365 suite to make sure that users work in a safe and connected environment, which lowers the chance of unwanted access or data breaches (Microsoft Corporation, 2025c). Following best practices for sharing files in OneDrive not only makes the workplace more efficient, but it also helps the firm meet compliance and information security regulations (Microsoft Corporation, 2025d). on general, knowing how to share files on OneDrive is an important ability for modern professionals who want to work together well while keeping private information safe.

Step 1: Open OneDrive



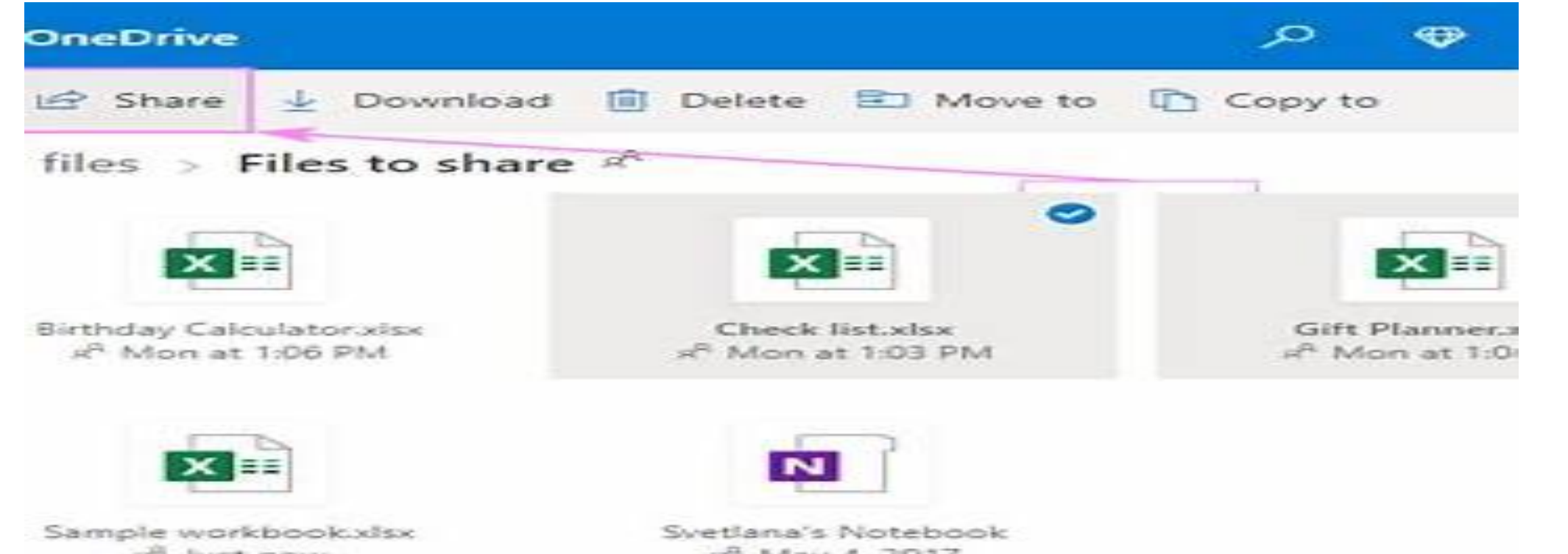
Sign in to your Microsoft 365 account and go to OneDrive. OneDrive is a safe place to store data in the cloud, and you can get to them from any device (Microsoft Corporation, 2025a).

Step 2: Select the File or Folder

Select the file or folder you want to share. To make sure that just the right material is shared with collaborators, you need to choose the right file (Microsoft Corporation, 2025b).

Step 3: Click "Share."

Find the "Share" button in the toolbar or by right-clicking the file you want to share. This step opens the sharing window, where you may specify permissions and link settings (Microsoft Corporation, 2025c).



Step 4: Choose Sharing Options

Choose the right sharing option depending on how you want to work together (Microsoft Corporation, 2025e):

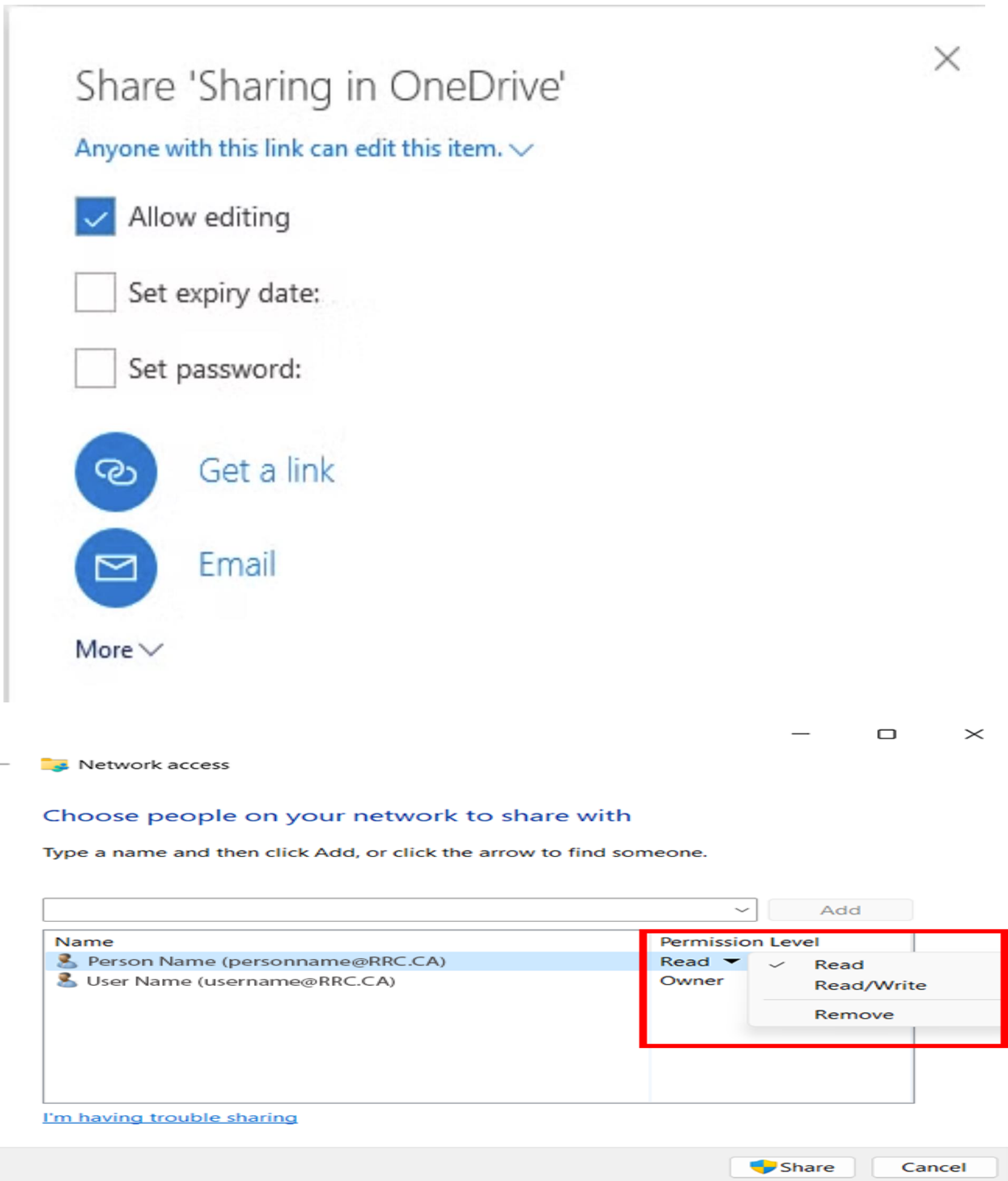
Specific people:: Only those who were invited may get in.

Anyone with the link: Anyone with the URL can get to it.

People in your organization: Only those who work for your firm may see.

Step 5: Set Permissions

Choose whether people may just see or modify the document. Setting permissions is very important for keeping control over the shared material and stopping modifications that weren't meant to happen (Microsoft Corporation, 2025f).



4. Visual Elements & Style Guidelines

Color Scheme: To seem professional, choose soft corporate hues like blues and whites.

Font Choices: Choose typefaces that are easy to read, such Arial, Calibri, or Segoe UI.

Layout: Put parts in an order that goes from left to right or from top to bottom.

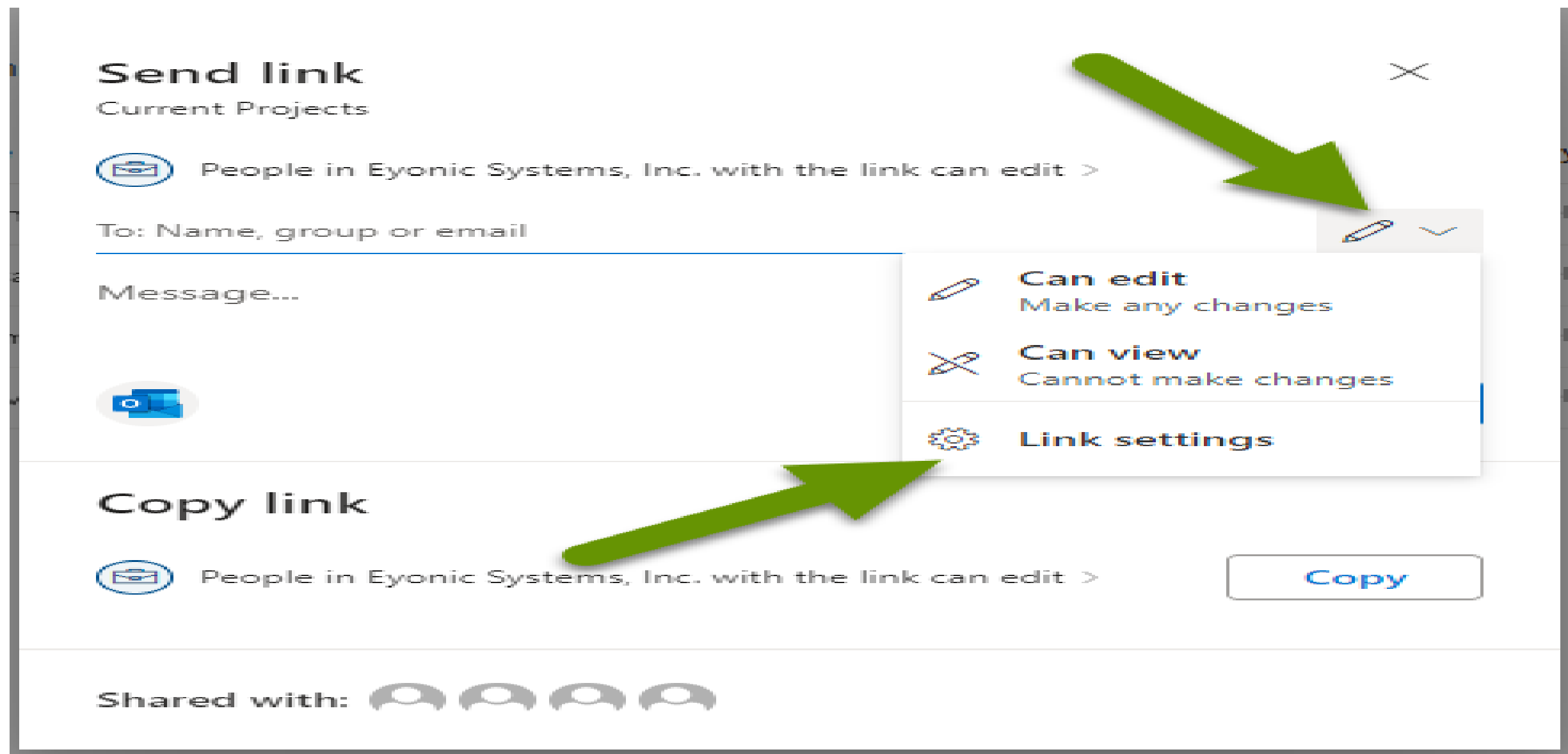
Separation: Use boxes or colorful backgrounds to make parts stand out.

Diagrams: All diagrams must be new and made in PowerPoint, Canva, or SmartArt. Don't copy from other sources (Microsoft Corporation, 2025a).

Pictures: To make sure they are real, use screenshots from your own Microsoft 365 account.

Step 6: Copy or Send Link

It may share the link by copying it and sending it by email or pasting it straight into Microsoft Teams or Outlook. TStep 7: Confirm & Notify
he link-sharing function in OneDrive makes sure that others who get the link may safely view the document based on the permissions established (Microsoft Corporation, 2025d).



Step 7: Confirm & Notify

To let others know, click "Send" or "Share." It is very important for cooperation to make sure that receivers have got the link and can open the file (Microsoft Corporation, 2025f).

2. Design Tips for Poster Layout:

Use arrows to link stages in a vertical flow structure.

Add icons for activities like sending, copying, and clicking.

Use colorful shapes or strong writing to make critical buttons stand out.

Microsoft Corporation (2025a) says to keep instructions short, with 1–2 words each step.

3. Practical Tips & Best Practices

Limit Sharing Settings: Donot use "Anyone with the link" for critical documents unless you have to. This will prevent others from getting to them without permission (Microsoft Corporation, 2025e).

Regular Audits: Check shared files from time to time to make sure that access rights are still correct and up to date (Microsoft Corporation, 2025d).

Organized Folders: Put files in folders before sharing them so that team members may find and work together more easily (Microsoft Corporation, 2025b).

Use Comments: Ask your coworkers to use Microsoft 365's commenting tools instead of email chains to cut down on unnecessary emails and make it easier to keep track of work (Microsoft Corporation, 2025f).

Visual Elements: Use symbols like checkmarks and caution signals as bullets. Add a tiny infographic that shows "Do's and Don'ts" to get people interested (Microsoft Corporation, 2025c).

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