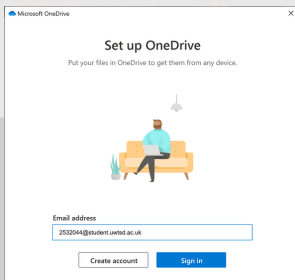


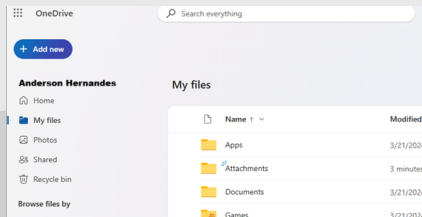
How to share file via ONE DRIVE

EASY WAY TO SHARE FILES VIA ONEDRIVE WITH VISUAL REFERENCES.



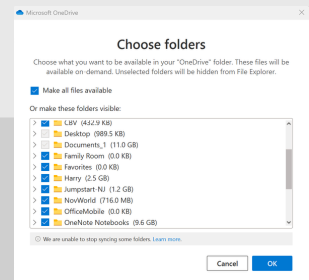
Access OneDrive

Go to OneDrive via your browser or app and sign in to your Microsoft account.



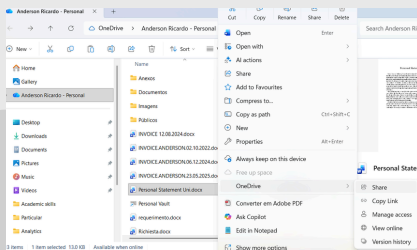
Locate the file

Navigate through your folders to find the file you want to share.



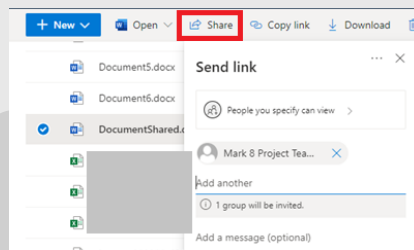
Select the file

Click on the file or check the box next to it.



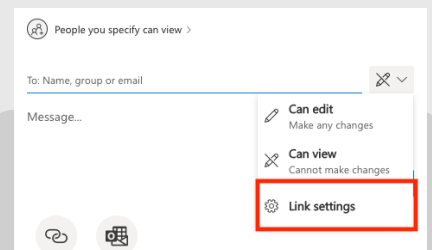
Click "Share"

On the top menu, click the "Share" button.



Set permissions

Choose whether people can edit or view only.



Send the link

Click "Copy link" or enter an email address to send it directly, for person or group that you want to share.



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