

How to share a file via the onedrive

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LEVEL 1

uploading the file to one drive
sign in to onedrive.co.uk with you account and upload the file click add + ADD new button in the top and left select to you poster

LEVEL 2

CONFIGURATION SHARING OPTION

1.click link on file : clicl circle icon in top right corner of the page or file /page. and open share dialogue and share button at the top file /page

level 2.1

configuration link settings : set up the icon in the top right of the share window.

click audience : click anything with the link to allowing sharing with customer outside your organisation .select customers for better security.

level 3

share link other file
press or click link below to find or get a link we can paste to social network or email and any digital link

direct email alternative click the email address of receipient direct into your name ,team or invidual email fields and press or click.

Conclusion

the onedrive its good and easy for student to use for study.

onedrive give free,substancial cloub storage,automtic backup to prevent data loss,and seamless intergration with microsoft 365 apps like word,power point,and teams.