



Title: How to share a file Via OneDrive

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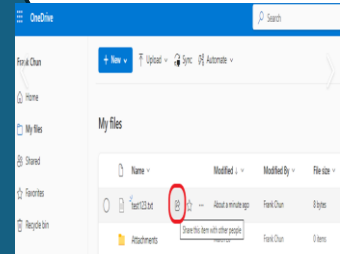
Lecture Name: Dr Kazeem Oseni

Introduction

Hi My name is Alut.

Today I will represent you the logo of One Drive step by step, how to share your document file

First, Once you have saved your document on your file, then on top left you will see say my File, then press your chosen document you will see an icon which is on your file right corner an arrow, then press the arrow and send to it .



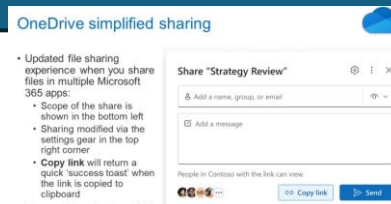
Conclusion

One Drive is a tool made by Microsoft, you can see the whole tabs, desktop, and OneDrive Desktop are tabs where you can save your document are safe, this way you can share your file type in other file you wish , one Drive has a lot of tabs where you can share your file, you can go to on Microsoft, type One Drive and it will appear



Step 2

Afterwards once you pressed the share arrow icon it will show how to share your file type name, group, email,



References

[Share OneDrive files and folders - Microsoft Support](#)

[IBM Aspera](#)

[4 ways to share files and folders from OneDrive | Digital Citizen](#)
[thewindowsclub.com | 500:](#)

[Internal server error](#)

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