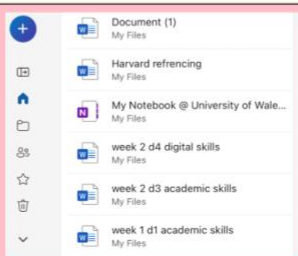


HOW TO SHARE A FILE USING ONE DRIVE

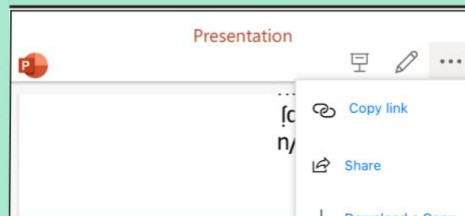
Kaycia R Whyte
Student Id: 2420135
Kazeem Oseni

Opening One Drive



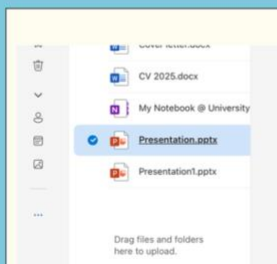
Once you open one drive you will be met with this page, find the document you would like to use!

Finding the how to share the document



Once you open your document you will be met with three small dots! Once you click on it you will see the share button!

OPENING YOUR DOCUMENT



One you find the document you would like to open, open it!

SHARING YOUR DOCUMENT

You will then be able to share this document to whoever or what it concerns

