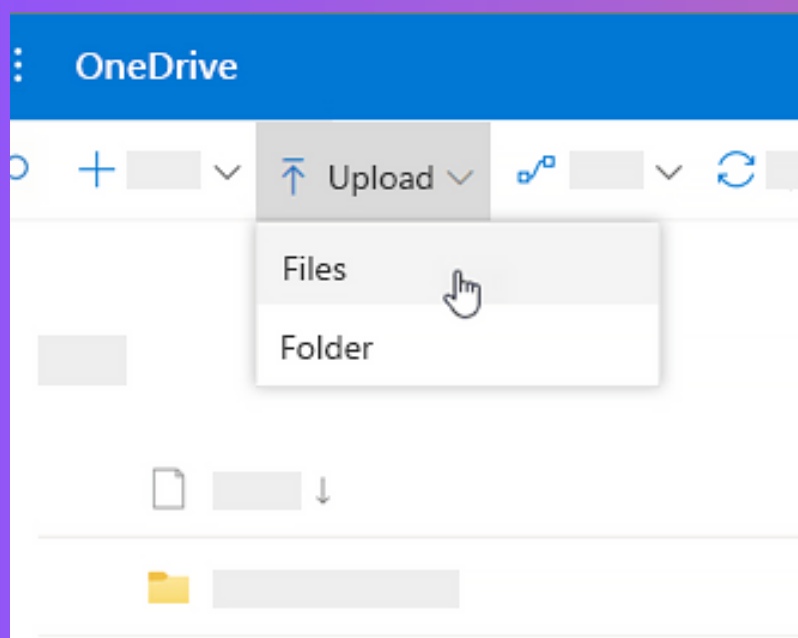
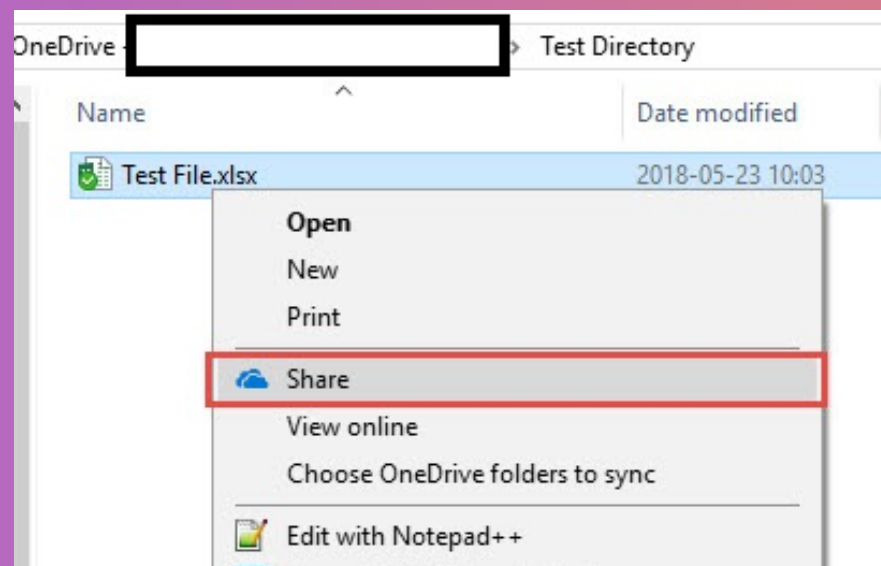


HOW TO SHARE A FILE VIA THE ONEDRIVE

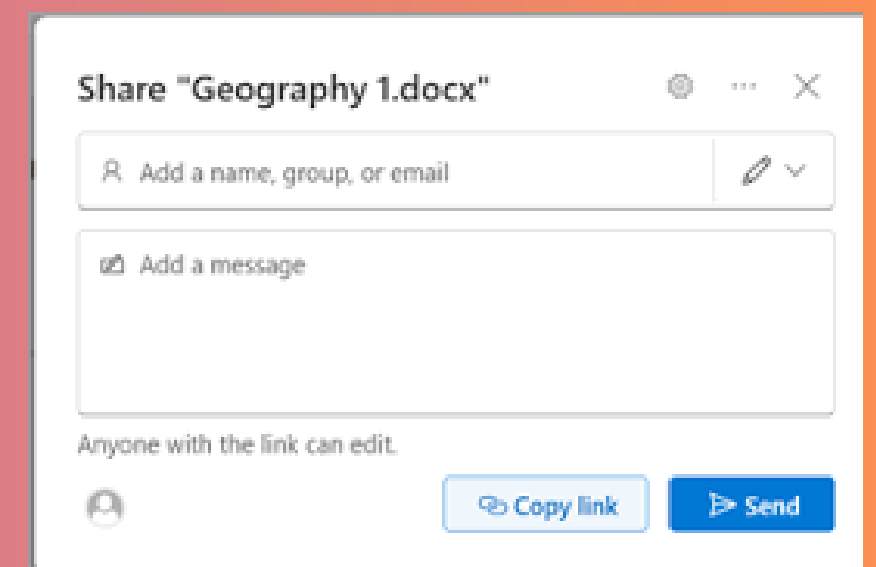
STEP 1: UPLOAD YOUR FILE TO ONEDRIVE (DRAG IT INTO THE ONEDRIVE FOLDER OR UPLOAD VIA THE WEB).



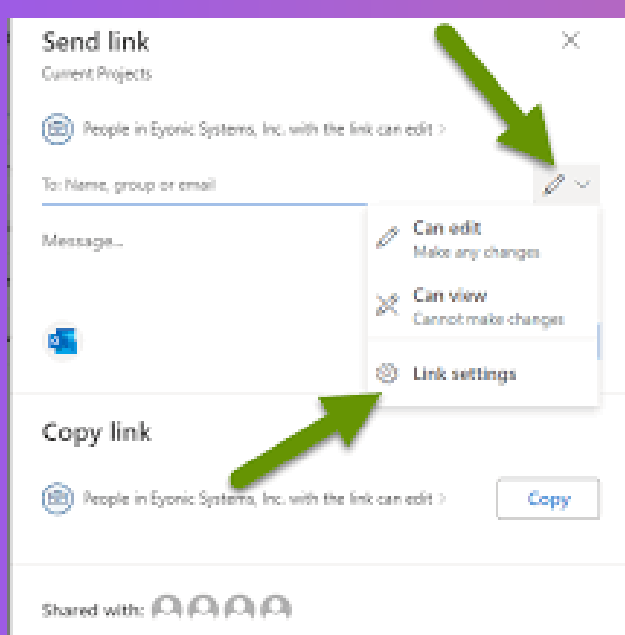
STEP 2: RIGHT-CLICK THE FILE AND CHOOSE SHARE.



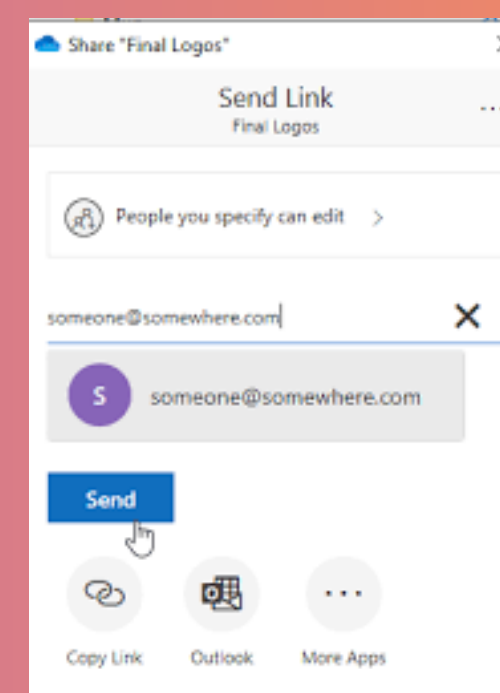
STEP 3: ENTER THE RECIPIENT'S EMAIL OR COPY A SHARE LINK.



STEP 4: SET PERMISSIONS (VIEW OR EDIT).



STEP 5: SEND OR SHARE THE LINK.



*MICROSOFT ONEDRIVE IS A CLOUD-BASED STORAGE SERVICE INTEGRATED INTO WINDOWS AND MICROSOFT 365

* IT ALLOWS USERS TO STORE, SYNC, AND ACCESS FILES THAT INCLUDE (PHOTOS, AND DOCUMENTS ACROSS COMPUTERS, TABLETS, AND PHONES)

* IT PROVIDES REMOTE ACCESS TO FILES AND IT ALSO ENABLES REAL-TIME COLLABORATION LIKE SHARING WITH OTHERS.

