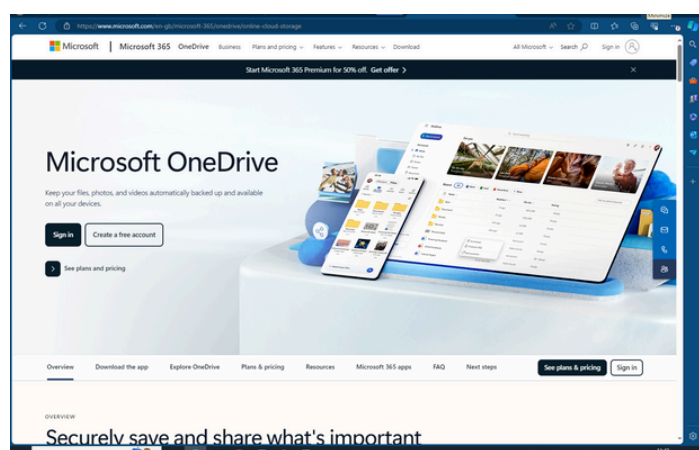


How to share a file via OneDrive

1

OPEN ONEDRIVE

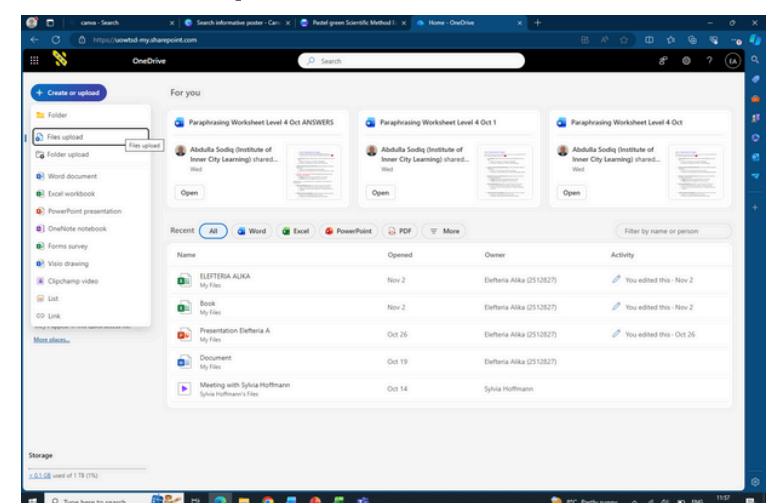
Go to www.onedrive.com ,
Sign in, and log in with your
Microsoft or university
account.



2

UPLOAD YOUR FILE

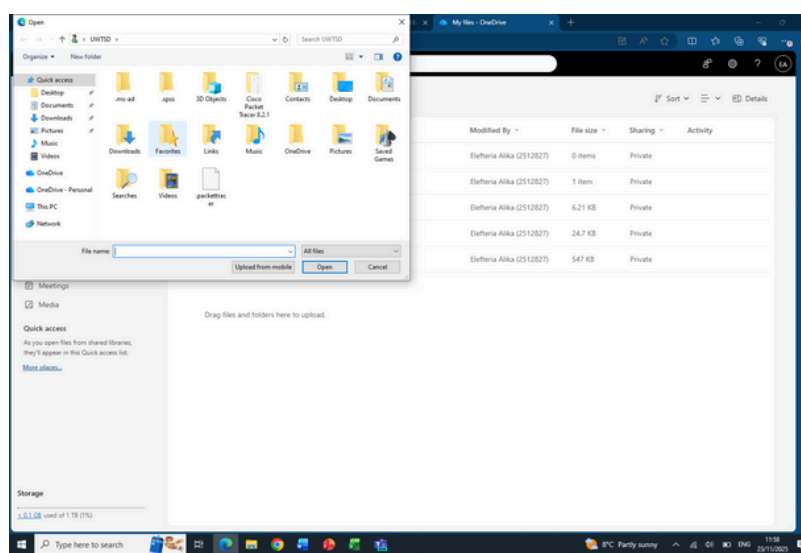
Click **Upload** → **Files** and choose the
file from your computer. The file will
appear in your OneDrive once the
upload is complete.



3

LOCATE THE UPLOADED FILE

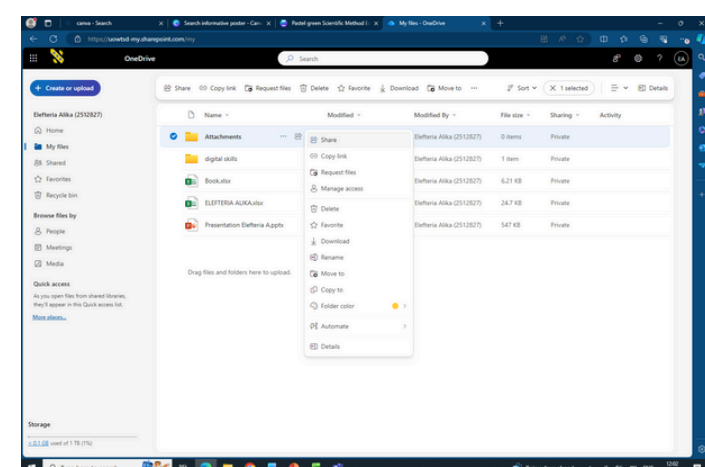
Find the **file** in your OneDrive folders
and click it once to select it.



4

CLICK THE 'SHARE' BUTTON

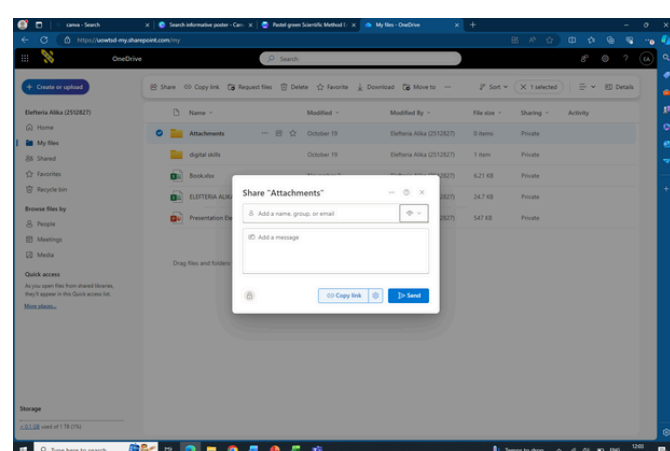
With the file selected , press the **Share**
button at the top.
A sharing window will open.



5

CHOOSE THE PERMISSIONS

In the sharing window, set whether
others can **View** or **Edit** the file.
You can choose 'specific people' if
you want to limit access.



6

SEND THE LINK

Type the person's email and click
Send , or choose **Copy link** to share
it manually.
Your file is now shared.

