



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

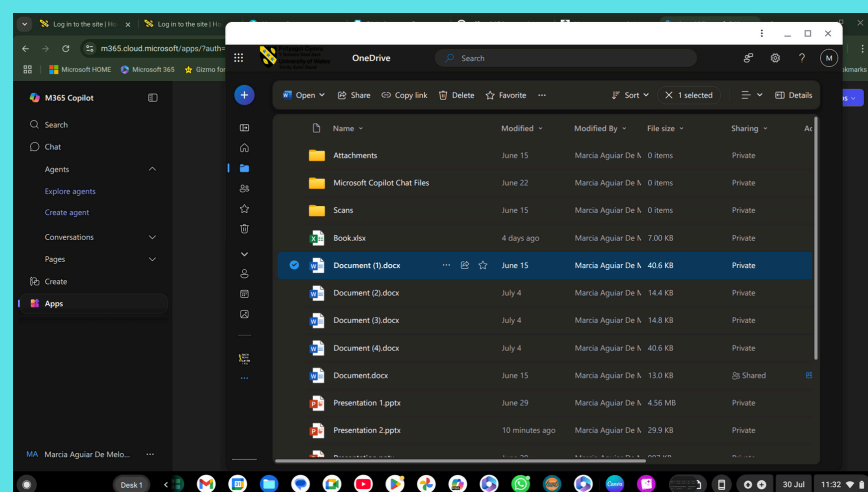
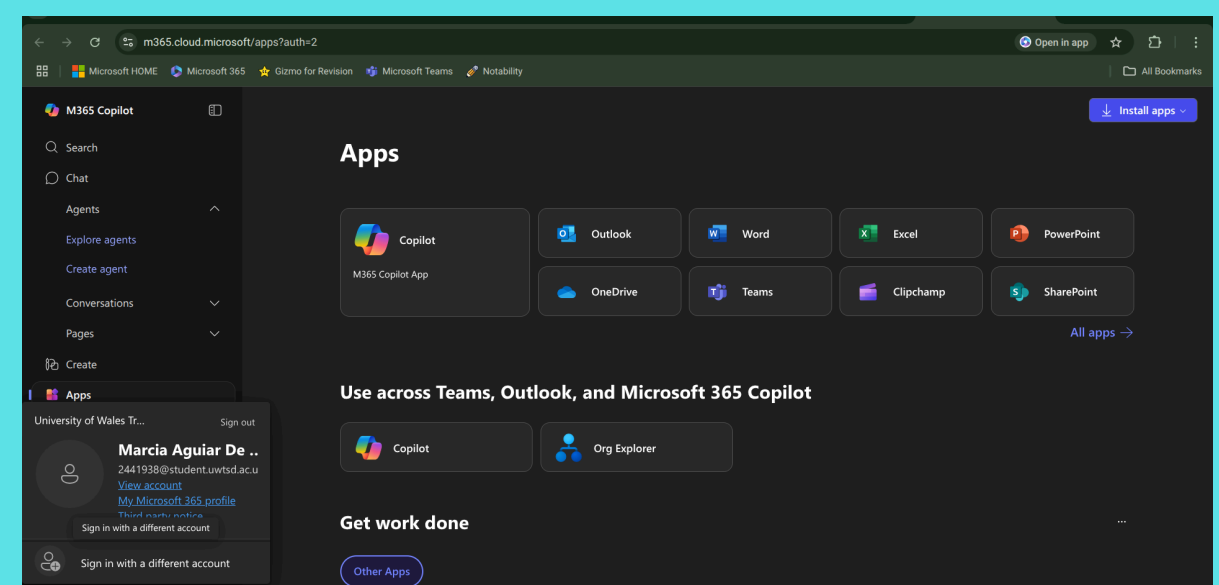
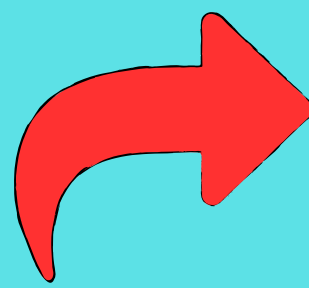
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Sulaiman
Modulo: LCLM4002

How to share a file via the OneDrive



Sign in to Microsoft Office
365 web and then select
OneDrive icon

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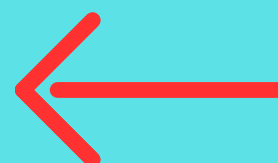
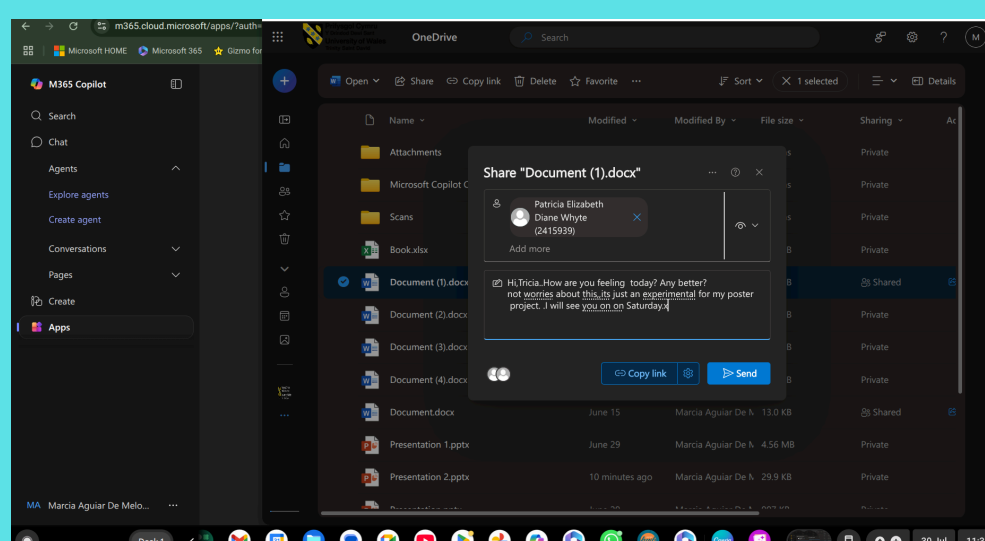
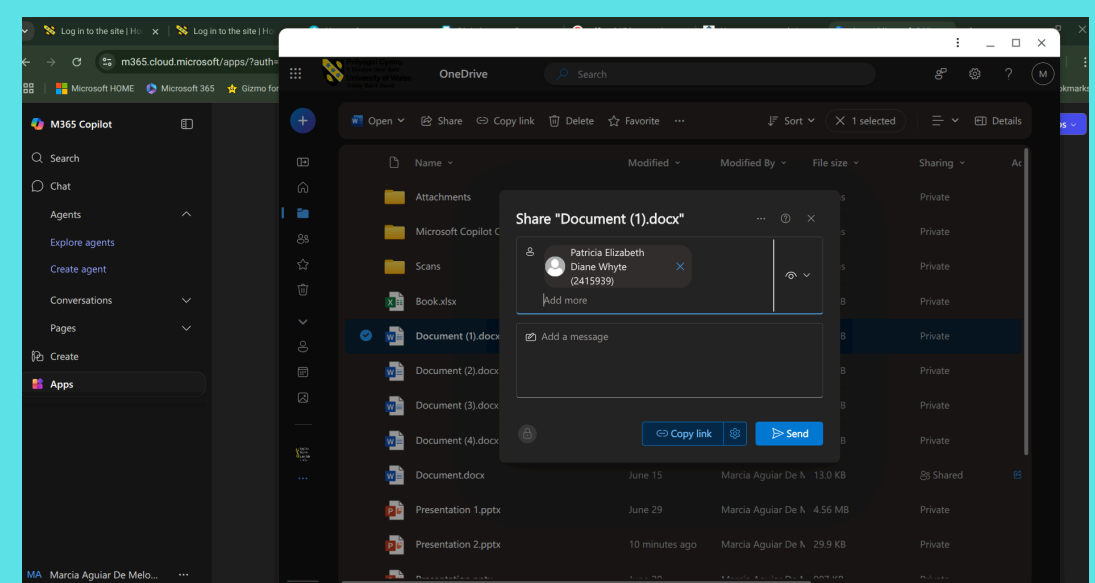
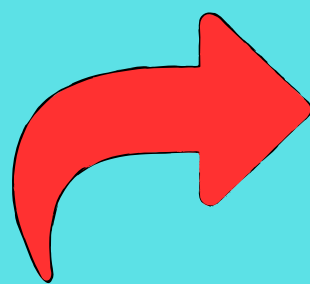


Select your OneDrive
folders.

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Click on the top right side
and selecione to Share with
your choosen
person/people and write
your message .

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Write down the
message and send to
your contact by
clicking “share”.

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Select a permission level
“**CAN VIEW**” specify the
person and whether to
send an email
Invitation.Chick “share”

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