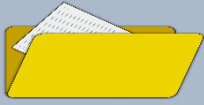


HOW TO SHARE A FILE VIA ONEDRIVE



Step 1: UPLOAD YOUR FILE

- Go to onedrive.live.com or open the OneDrive app.
- Click “Upload” → “Files” (Or Folder) and choose what you want to share.



Step 2: select the File.

- Find the file or folder in your OneDrive.
- Right-click and select “Share.”



Step 3: Choose Sharing Options

In the sharing window, choose who can access it:

- Anyone with the link – free access
- People in your organisation – for work/school
- Specific people -restrict access.



Step 4: Set Permission

- Choose whether people can:



Edit- allow changes.



View – read-only access

GO FOR IT YES YOU CAN DO IT



Step 5: Share the Link

- click “copy link” to send via email, Teams, or chat.
- or Enter email addresses directly and click **Send**.