

How to share a file via OneDrive

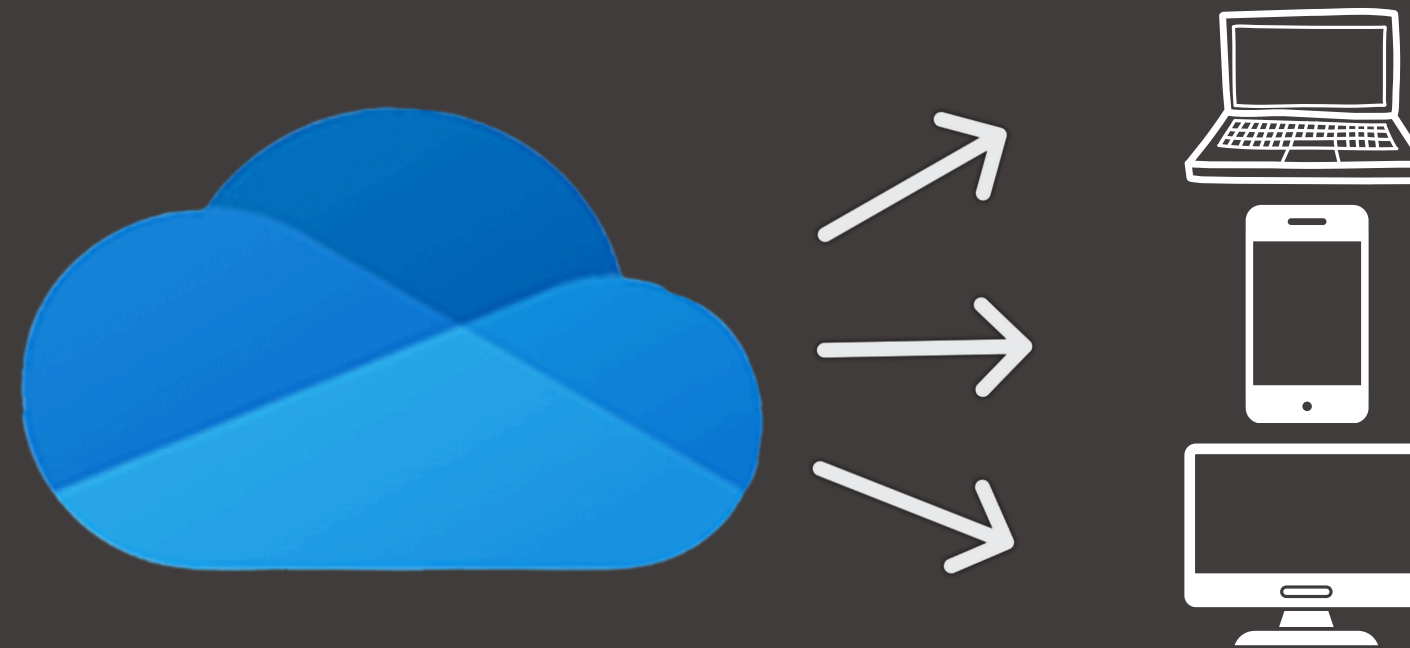
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Introduction

OneDrive lets you easily share files & folders with others anytime, anywhere. It's a simple and safe way to work together online.



TIPS!

- * Keep your files organized in folders
- * Always check sharing permission before sending

1 Open OneDrive

Access to your OneDrive website or App and sign in with your Microsoft account or school account.

2 Choose Your File / Folder

Navigate your folders or type into the search bar to find the file or folder you want to share

3 Initiate the Sharing Process

Right-click on the file or folder and select Share, or click the Share button above.

4 Choose the Sharing Link Type

Decide whether to share a link or email a secure link directly to specific people or groups.

5 Configure Link Settings

Set permission, expiration date, and password if necessary, then click apply then send.

References

Microsoft support share OneDrive File and Folders

<https://support.microsoft.com/en-us/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07>

OneDrive Logo

<https://www.liblogo.com/img-logo/on7659o6bb-onedrive-logo-onedrive.png>