



HOW TO SHARE A FILE VIA ONEDRIVE

Simple Guide for Workplace File Sharing

1 Open OneDrive

- Go to www.office.com
- Sign in with your Microsoft account
- Click the **OneDrive** app from Microsoft 365
- Your OneDrive dashboard will open



2 Upload or Select a File

- Click **Upload** → **Files** to upload a new file
- Choose a file from your computer
- Or select a file already stored in OneDrive



3 Click the Share Button

- Locate the file you want to share
- Right-click the file or click **Share**
- The sharing settings window will appear



4 Choose Sharing Permissions

- Select who can access the file:
 - **Anyone with the link**
 - People in your **organization**
 - **Specific people**
- Permission options:
 - **Allow editing** - others can edit the file
 - **View only** - others can only read it



Permission options:

- ✓ Allow editing – others can edit the file
- ✓ View only – others can only read it



5 Send the File Link

- Enter the email address of the person
- Add a short message if required
- Click **Send**

✓ Benefits of Sharing Files via OneDrive

- ✓ Secure cloud storage
- ✓ Easy file sharing with colleagues
- ✓ Real-time collaboration
- ✓ Access files from any device

References (Harvard Style)

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