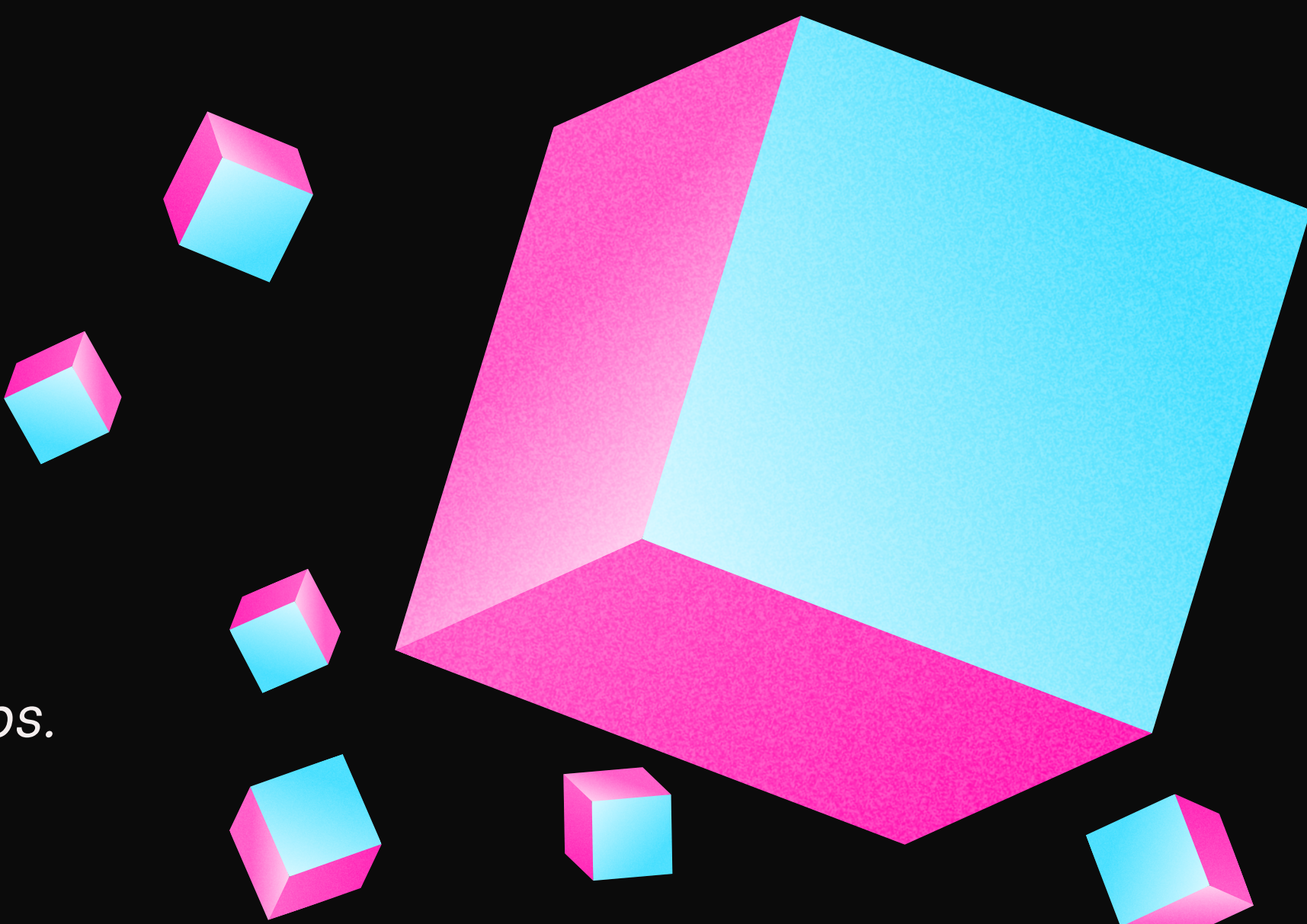


SHARE A FILE VIA ONEDRIVE

With these few easy steps.



1

open up onedrive and navigate to the “my files” tab on the left of the screen where your file will be stored and find it

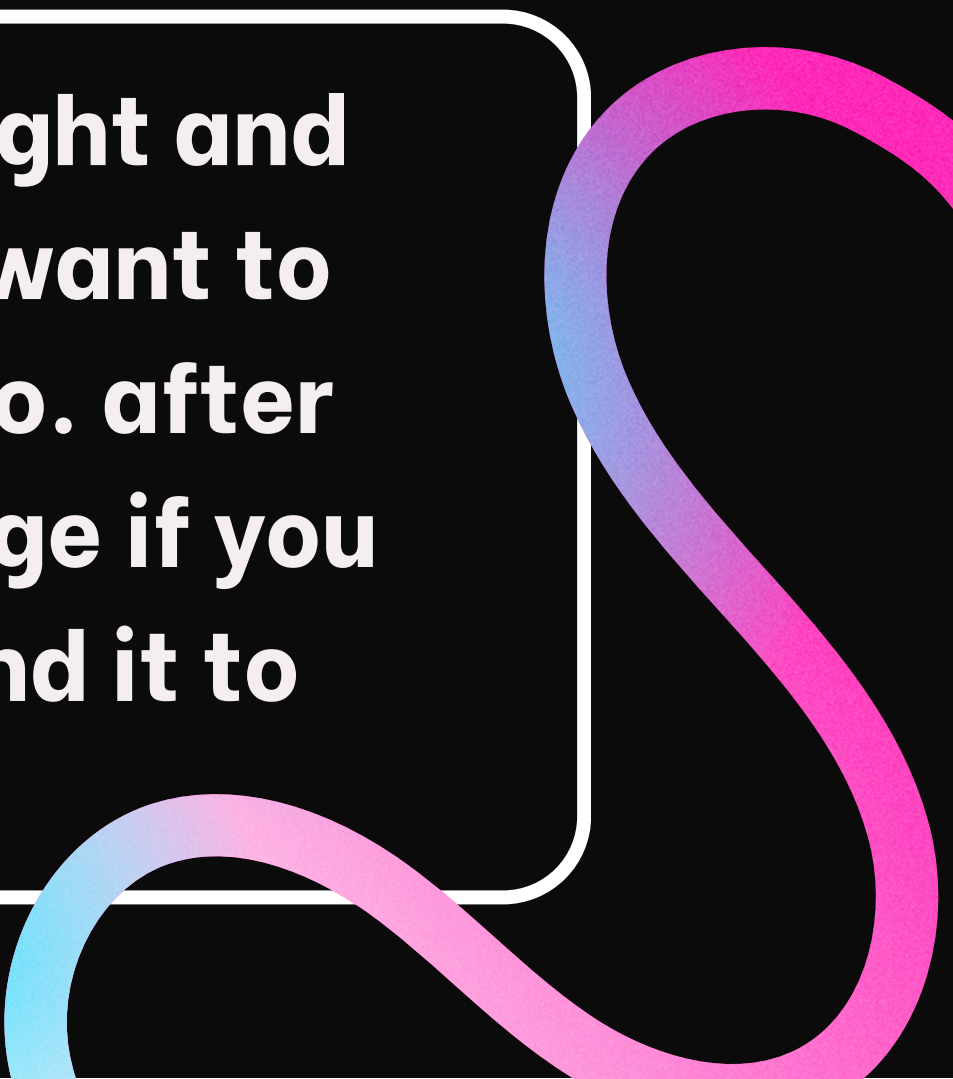
2

left click on the file you want to share and find the third button from the top of the pop up menu called “share”

3

once you click share enter the email of the person youd like to send it to at the top.

4



lastly, click the eye to the right and click on the permission you want to give the person you send it to. after which, you can add a message if you want and click “send” to send it to that person