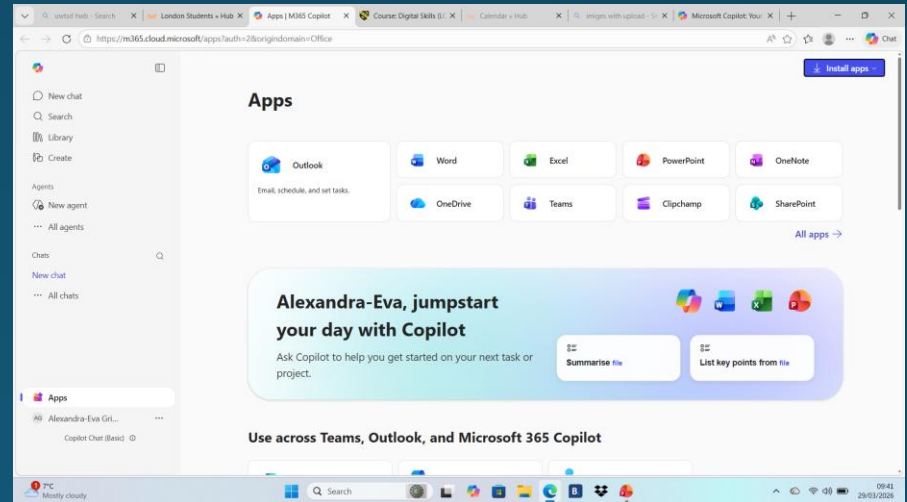


How to share a file in one drive

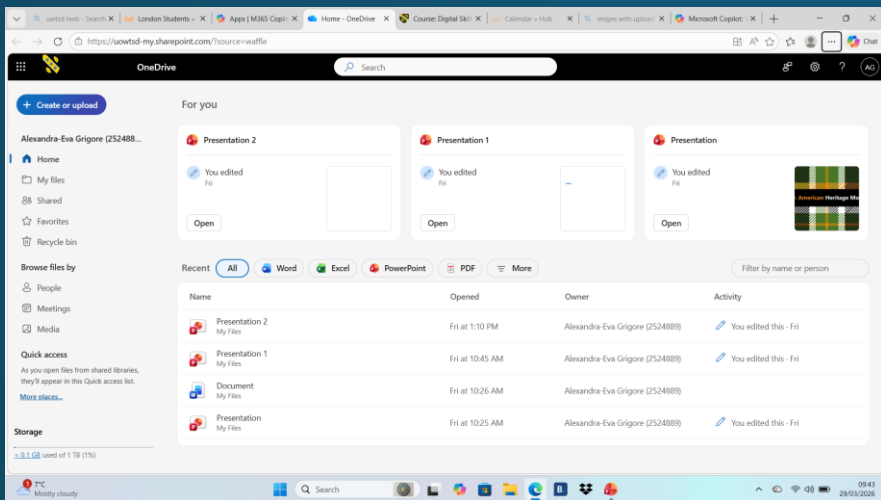
Step 01 : Please use the browser and load office 365 and login to UWTSD Hub



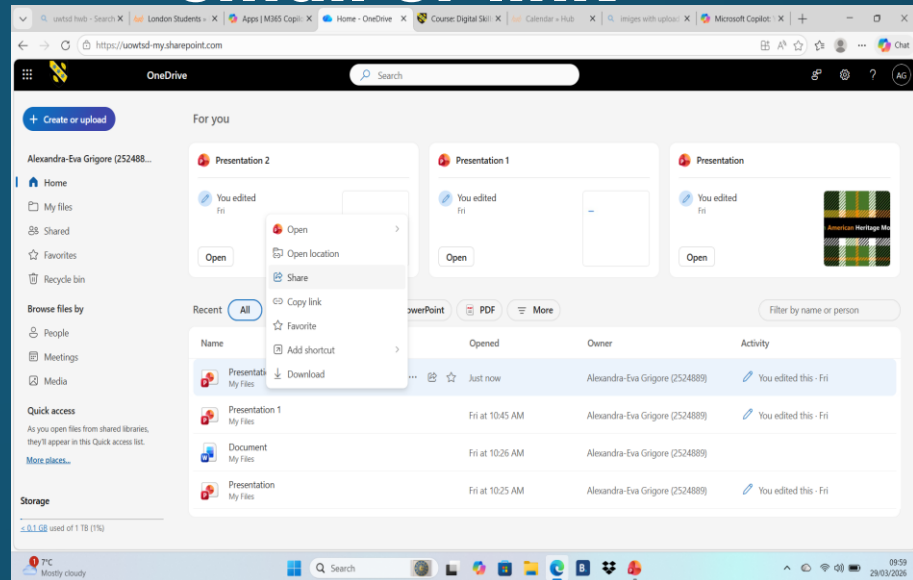
Step 02 : Please click office 365 Icon



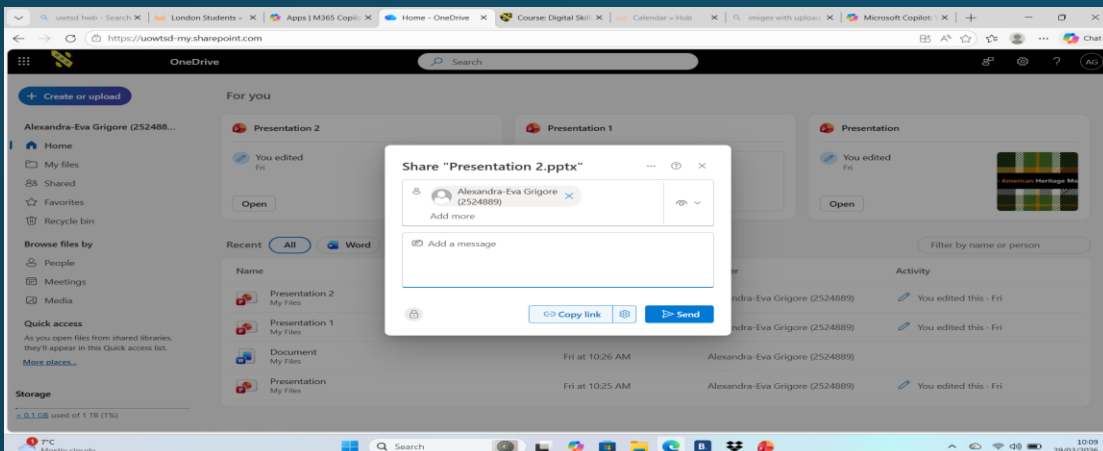
Step 03 : Please click One Drive Icon



Step 04: Select the file you want to share, then click "share" and enter email or link



Step 05 enter tne email address or copy tne link, then click "send"



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