

How to Share a File via OneDrive

(Microsoft 365)



Open OneDrive

Go to onedrive.live.com or open it from your Microsoft 365 App Launcher



Locate the File

Find the file you want to share in your OneDrive folders



Select the File

Click the circle checkbox next to the file name to select it.



Click 'Share'

In the top toolbar, click the Share icon



Set Link Permissions

Click the link settings to allow view/edit access and choose who can access



Enter Recipient Details

Type the email addresses of the people you want to share with



Click 'Send' or 'Copy Link'

To email directly: click [Send](#)
To share manually: click [Copy link](#)