

How to Share File in Ondrive

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1. Sign in to Onedrive
First, go to www.onedrive.com.
Then put your email and password.
Click in "Sign in" button.
Now u are in your Onedrive.

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2. Find the file
Look in your folder or file.
Click one time in the file
(no need to open).
The file can be word, Pdf, foto ,
anything.

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3. Press the sare buton
In top right there is a buton say
"share".
Click there.
A small window open.

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4. Add email of the person
In the box, type the email of the
person u want send.
You can add message like
"hi, this is for u."
U can send to many person also.

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5. Choose permission
Now u need to chose what
the person can do.
Click in the box that say
"Can edit" or "Can view".
"Can edit" = the person
can change the file.
"Can view" = the person
can see only, no change.

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6. Click send
After u finish, click in "Send".
The person will get the file in their
email.
They can open and see it.

Your What is OneDrive?

One Drive is a app to keep your file online. It is from Microsoft. U can use it in phone or in computer. U can save foto, word file, homework, video and more. It is very easy to use.

Extra Tips

- If the person don't have Microsoft account, maybe they can't edit.
Only view.
 - U need internet for do this.
 - If file is too big, better use Wi-Fi.
- Sometimes it go to junk email, tell the person check.

My experience

First time I try OneDrive it was difficult.

I did not know how to share.

I ask my teacher and she show me. Now I can do alone.

I use OneDrive for my college, for save my word file and PPT.

I like it more than send in WhatsApp.

One time I share a file but I forgot to change the permission, and my frend could not edit. Now I always check that.

OneDrive is good for student because we can do home work and send fast. Also is safe. If my computer break, I still have my files online.

Referenses

- <https://support.microsoft.com/en-us/onedrive>
- <https://www.youtube.com/watch?v=E4V6nUBa6Lg> (I see video for help)
- My teacher from ESOL class (we talk about it in class)
 - My own use at home and in class