

A step by step guide to sharing files using OneDrive

What is OneDrive?

Microsoft OneDrive is Microsoft's cloud storage platform, part of Microsoft 365, that lets you securely save, access, and share files from any device. By storing files in the cloud instead of your computer, it enables remote access, collaboration, and improved productivity.

Benefits of Using OneDrive

- ✓ Secure Storage – Files are protected with Microsoft security systems and data encryption.
 - ✓ Access Anywhere – Work from any device with internet access.
 - ✓ Easy Collaboration – Multiple users can view or edit documents at the same time.
 - ✓ Automatic Saving – Changes are saved automatically, reducing the risk of lost work.
 - ✓ Version History – You can restore previous versions of documents if mistakes are made.
 - ✓ Controlled Sharing – You decide who can view, edit, or access your files.
- Using OneDrive improves teamwork, reduces the need for large email attachments, and helps keep company data organised, backed up, and secure.

How to share a file in OneDrive:

Step 1: Open OneDrive

Sign in at office.com using your work account and open OneDrive.

Step 2: Select Your File

Locate the file you wish to share and click once to highlight it.

Step 3: Click "Share"

Right-click the file and select Share, or use the Share button from the top menu.

Step 4: Choose Permissions

Decide whether the recipient can:

- View Only (read but not edit)
- Edit (make changes)

You may also set an expiry date or password if required. Click Apply.

Step 5: Enter Email or Copy Link

Type the recipient's email address and click Send, or choose Copy Link to share it manually.

