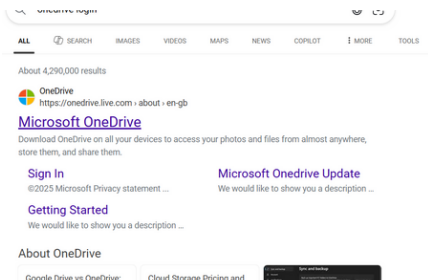


# How to Share file via the Onedrive

## Step 1

### Sign in to Onedrive

Click the “Sign In” button on the homepage. Enter your Microsoft email address and password (this could be your school, work, or personal Microsoft account). Once signed in, you'll see your OneDrive dashboard, which looks similar to a file manager. This is where all your uploaded and synced files are stored online.



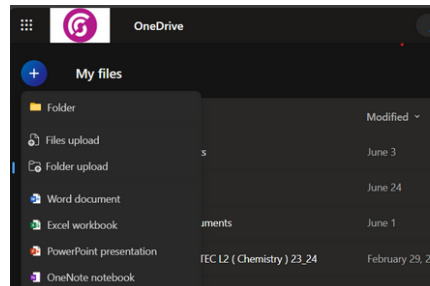
## Step 2

### Upload your file (Drag and drop)

If the file you wish to share isn't already stored in OneDrive, Click on the “Upload” button at the top of the screen

- Files (to upload a single document, image, etc.)
- Folder (to upload multiple items or a whole folder)

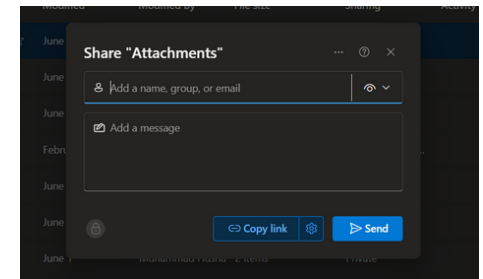
You can also drag and drop files directly into your browser window to upload them automatically. Once uploaded, the file will appear in your file list. You are now ready to share it.



## Step 3

### Right-click on the file > Choose “Share”

Find the file in your list. Click the three-dot menu (...) or right-click to open options. Select “Share.” A pop-up window will appear with several sharing options. This is where you can choose who can access the file and what they are allowed to do with it.

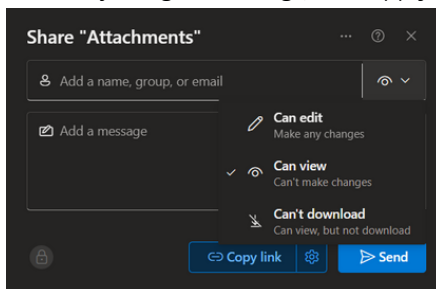


## Step 4

### Adjust Permissions

Open the Link Settings. Here, you can:

- Decide who can access the file (e.g. anyone with the link, people in your organization, specific people only)
  - Allow edit or view-only access
  - Set an expiration date for the link
  - Add a password for extra security
- After adjusting the settings, click Apply.



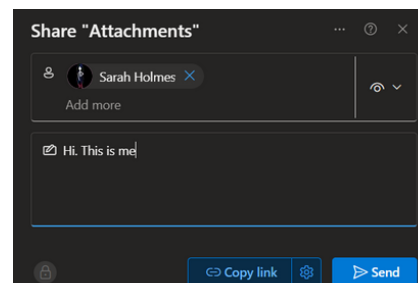
## Step 5

### Copy the Link or Send by Email

Now that your permissions are set, choose how to send the

- If you want to share manually, click “Copy Link.” This creates a link you can paste into a message or document.
- To send directly, enter the recipient's email address and click “Send.” You can also write a short message to explain what the file is.

Once done, you will receive a confirmation that the file has been shared. The recipient can now open the file.



## Tips Section

✓ Share only with trusted people

✓ Use password

protection for sensitive files

✓ Set expiration dates for time-limited access