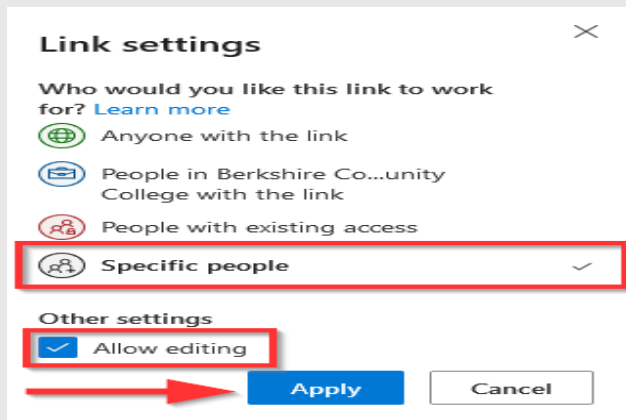


HOW TO SHARE A FILE VIA THE ONE DRIVE

What Is OneDrive and Why Use It?

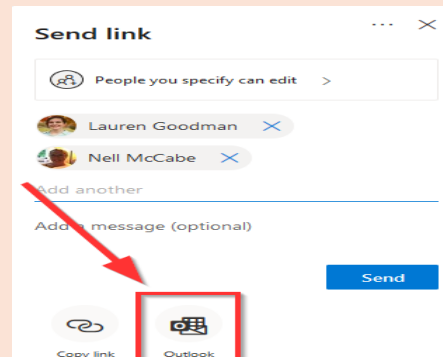
OneDrive is a safe and reliable cloud platform for storing, organizing, and sharing files online. All BCC students and staff receive up to 1 TB of free storage, perfect for keeping schoolwork, folders, and documents. It also supports real-time collaboration, making it easier to work together with classmates and teachers from anywhere.



SHARING FILES OR FOLDERS

How to Share Files or Folders To share something in OneDrive:

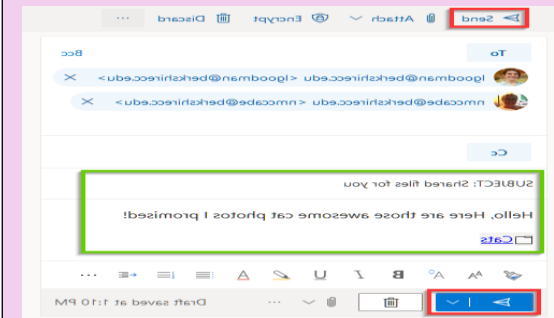
- Log in to your BCC OneDrive account through the web.
- Find the file or folder and click the Share icon.
- Change the permission setting to "Specific people" to control access.
- Choose if the person can only view or also edit the content.
- Click Apply to save your choices.
- Confirm your settings by clicking Apply.



Final Sharing Step

Once permissions are set:

- Type the names or email addresses of people you want to share with.
- For people outside BCC, enter the full email address.
- Instead of using the basic send option, choose Outlook to write a short custom message.
- This makes your email more personal and helps others recognize the file is from you.
- Finally, click Send to share the link.



CONCLUSION. Sharing with OneDrive is easy and gives you control. Follow the steps to keep your files organized and secure.

<https://www.berkshirecc.edu/knowledge/microsoft-office/share-a-file-or-folder-in-onedrive.php>

HOW TO SHARE A FILE VIA THE ONEDRIVE

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