

How to share a file via the OneDrive

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Introduction

The users of Microsoft Cloud One Drive can share documents, files, images and videos via One Drive app. The service users of One drive can store files, control the level of access to other users and access the service from anywhere providing they have internet connection. One Drive promotes easy readily available access to share and collaborate with other users.

Microsoft cloud One Drive provides the user the necessary tools and advantage to collaborate smoothly and continuously with others, giving governed and regulated access to your contents.



Conclusion:

Microsoft Cloud One Drive enables the users to conveniently access, store and share files confidentially and securely online.

One Drive makes it effortlessly and easy to collaborate with other users, back up essential files, readily share important material with other users and can organise and simplify your digital work area.



Sharing files and documents through the One Drive app.

Microsoft One Drive files are kept confidential until the user decides to share them with other users. The recipients can add the shared files to their own One Drive. A One drive file shared with other users allows the recipients to move effortlessly from one folder to another and can easily work offline without any internet connection.

To access and share documents, files and photos through One Drive service, the user should; log into the Microsoft One Drive account and locate where the files, documents or images are kept, click right click to retrieve the relevant file and then select share.

References:

[Share files and folders in OneDrive \(personal\)Microsoft](#)

