



How to share a file via the OneDrive.

Follow these steps to share a file using Microsoft OneDrive.

1

Open OneDrive

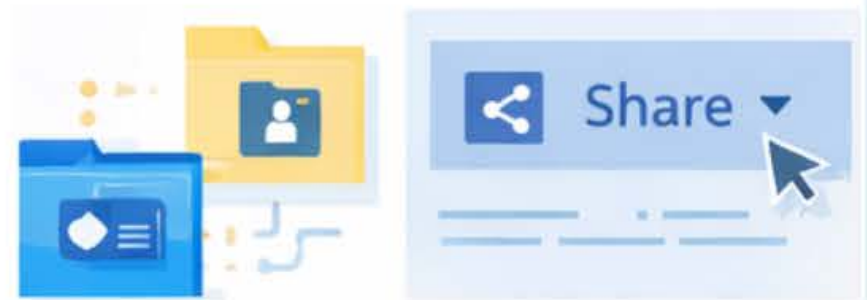
Log into your OneDrive account either through the OneDrive website or via File Explorer on your computer.



2

Select Your File

Choose the file or folder you want to share by clicking on it to select it.



3

Click Share

Click the "Share" button usually found in the toolbar at the top of the screen.



4

Choose Sharing Settings

Set the sharing permissions (e.g. "Anyone with the link" or specific people) and then click "Send"



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Digital skills
Formative poster