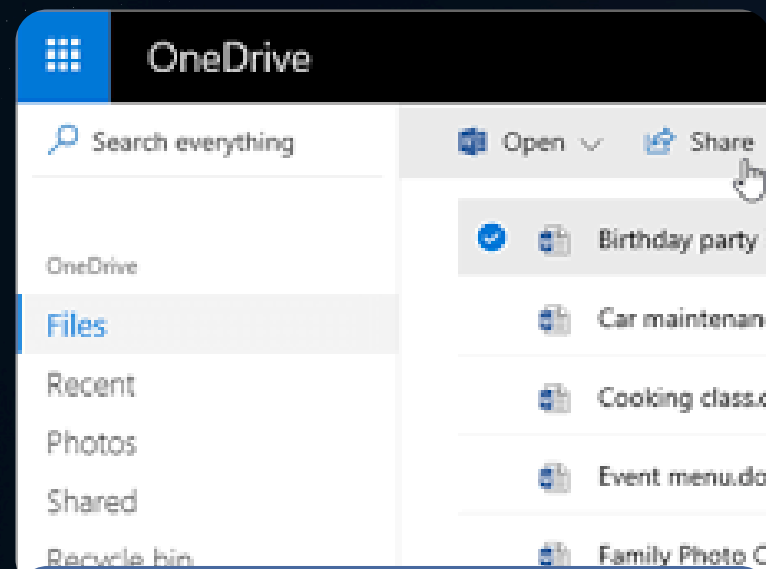
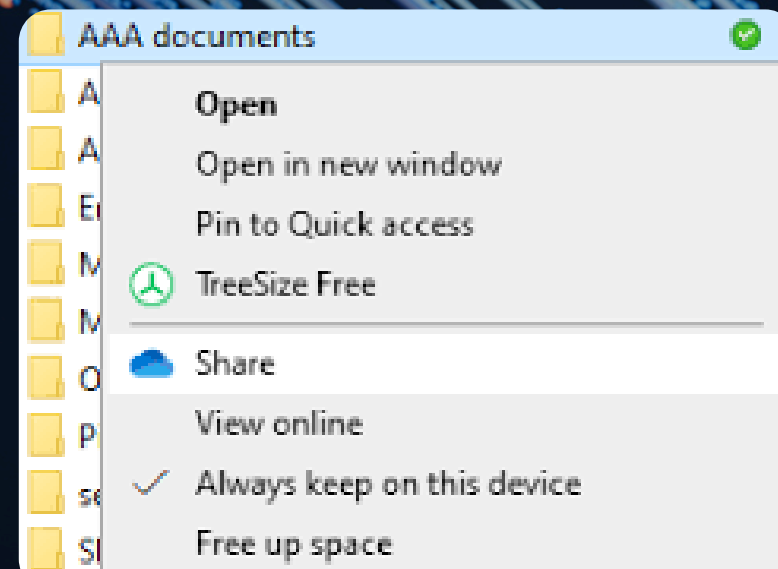


HOW TO SHARE A FILE THE ONEDRIVE



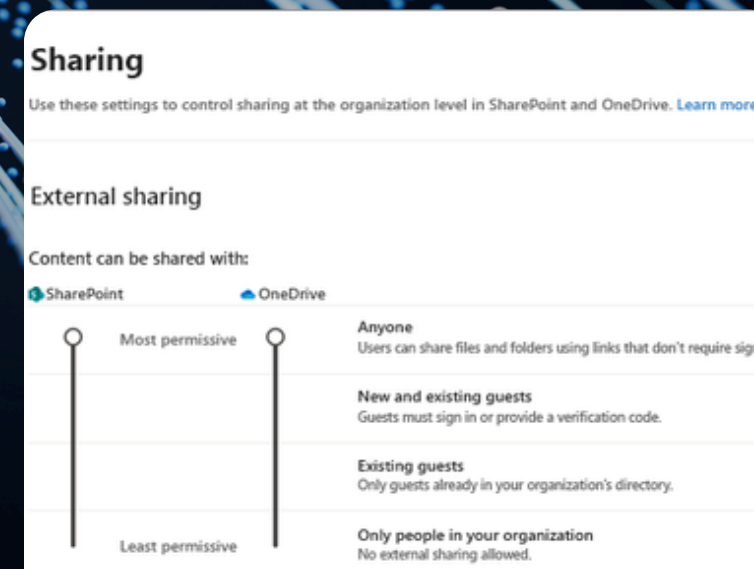
Phase 1: Upload your file to one drive

Firstly, you will need to have one drive on your devices and you will need to sign in through the Microsoft account, lastly you will need to Click Upload then choose your file.



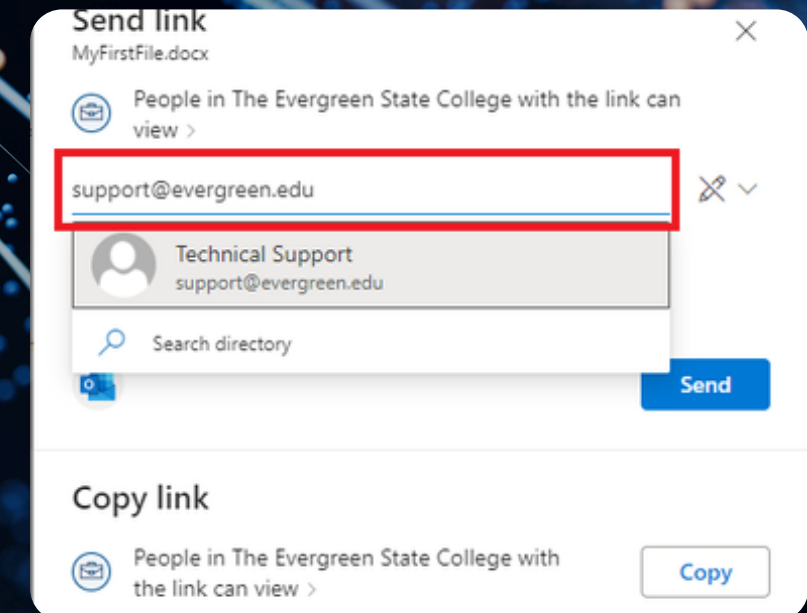
Phase 2 Right Click the file

secondly, your will need to right click with the uploaded file& choose share.



Phase 3: Choose sharing settings

Thirdly, you will need to set permissions. So that you will be able to edit /can view. This could only accessed by particular people or anyone with the link finally people in your organisation.



Phase 4: Send or Copy link

Finally, you will need to copy the link & share or enter email address and click send.