

How to Share a File via OneDrive



What is OneDrive?

OneDrive is a **cloud-based system** from **Microsoft** that allows you to **store various types of digital content**, such as photos, documents, and other files. You can access OneDrive from phones, laptops, and computers, **provided you have an internet connection**. **OneDrive synchronises** your files across **all your devices**. Sharing a file is an essential digital skill, as it enables you to **collaborate** with others on a document simultaneously, effectively boosting productivity.

OneDrive is **utilised** by **companies** and **academics**, as well as for **personal use**. OneDrive offers a straightforward yet effective way to **share files**.

Step 1

Firstly, locate the Windows File Explorer. This is the yellow folder icon on the Windows taskbar at the bottom of the screen. After clicking on it with your mouse, a dialogue box will appear on the screen.

Next, attain your OneDrive folder, which is situated on the left pane of File Explorer. It will show as OneDrive.

To find your file, first locate it in the folder where you saved it. If you are having difficulty finding the file, you can sort your files for easier access.

Step 2

You can do this by clicking sort on the taskbar at the top of the dialogue box, which will show you sorting options. You can sort by various criteria such as date modified or name (see Figure 1 for reference). Once you have found the file, right-click on it using your computer mouse to proceed with sharing.

A dialogue box will appear on the screen displaying the word "Share." Click on "Share." Alternatively, you can select the checkbox next to the file you wish to share.

For your security and privacy, you can view who you have shared the file with and revoke access at any time. Additionally, you have the option to set an expiration date for the recipient's access to the file (refer to Figure 2). The last step is to click "Send."

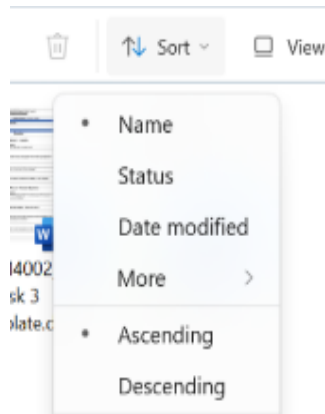


Figure 1: Categories for efficient organisation and finding files on OneDrive.

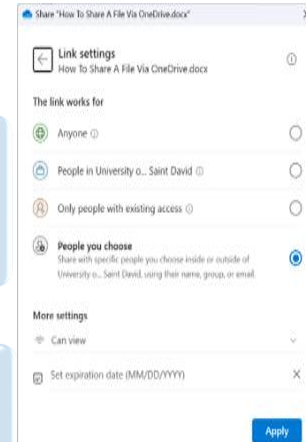


Figure 2: Available options for access levels to files for OneDrive users.