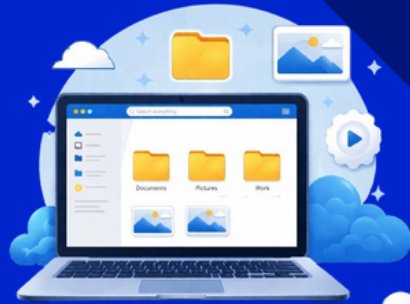


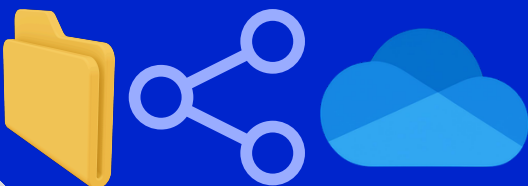
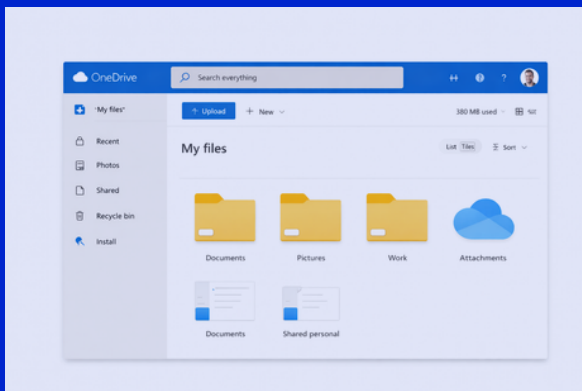
HOW TO SEND A FILE WITH OneDrive

A STEP BY STEP GUIDE



ONE DRIVE

Microsoft OneDrive is like an online hard drive that lets people save and share files with others. It works with Microsoft 365 apps but can also be used with a free Microsoft account, and it keeps files available on different devices so users can access and edit them easily.



HOW TO!

1

OPEN ONE DRIVE VIA ONLINE BROWSER OR APP

SIGN INTO MICROSOFT OR CREATE A MICROSOFT ACCOUNT

2

FIND YOUR FILE

BROWSE FOLDERS OR USE THE SEARCH BAR TO LOCATE FILE TO SHARE

3

SELECT & CLICK 'SHARE'

SELECT THE FILE THEN CLICK THE SHARE BUTTON

4

CHOOSE YOUR ACCESS & PERMISSION

PICK WHO HAS ACCESS - I.E EVERYONE WHO HAS THE. LINK VS SELECT PEOPLE

SET PERMISSON. - I.E VIEW ONLY VS EDIT

5

SHARE THE FILE

ENTER EMAIL ADDRESS AND SEND OR COPY THE LINK AND SHARE!

TRY NOW WITH OneDrive!