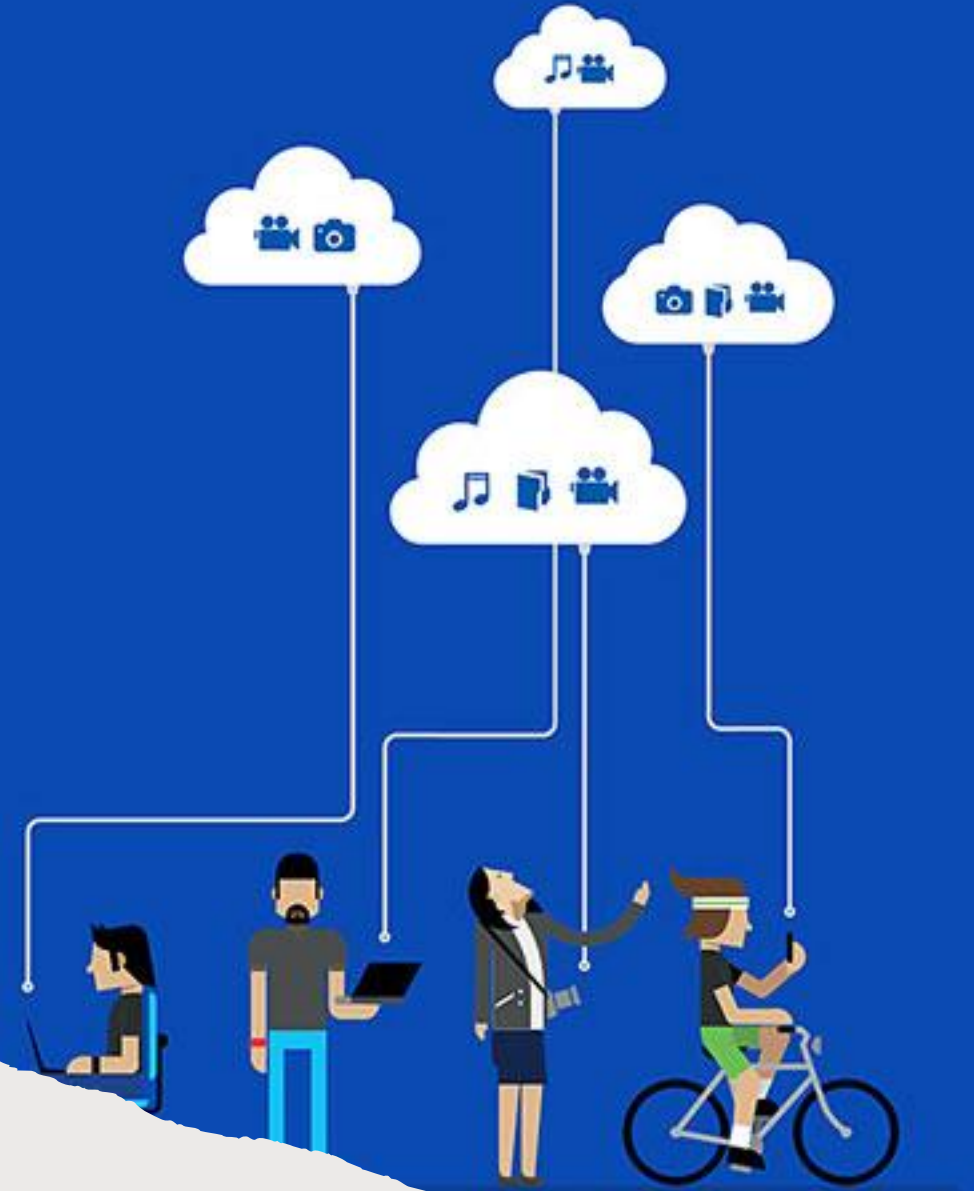
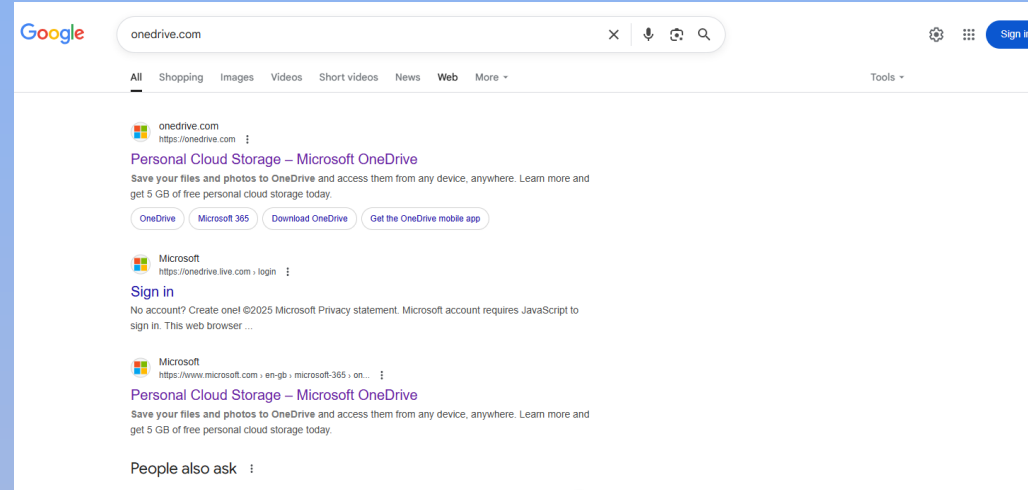




How to share a file using OneDrive

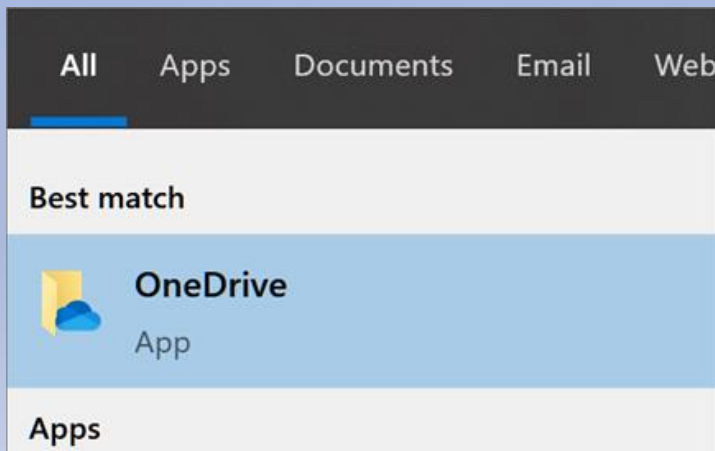
ACCESSING ONEDRIVE

Log into OneDrive via the website



<https://www.microsoft.com/en-gb/microsoft-365/onedrive/online-cloud-storage>

Or alternatively, access OneDrive via the app on your computer or device



LOCATE THE FILE



When you have entered
OneDrive, locate the file you
want to share

You will find it in the
section named “My
Files”



OneDrive

Search

Create or upload

My files

Sort ▾ ▮ ▮ ▮ Details

Jacob Jemiah Wray (2440232)

- Home
- My files**
- Shared
- Favorites
- Recycle bin

Browse files by

- People
- Meetings
- Media

Quick access

As you open files from shared libraries, they'll appear in this Quick access list.

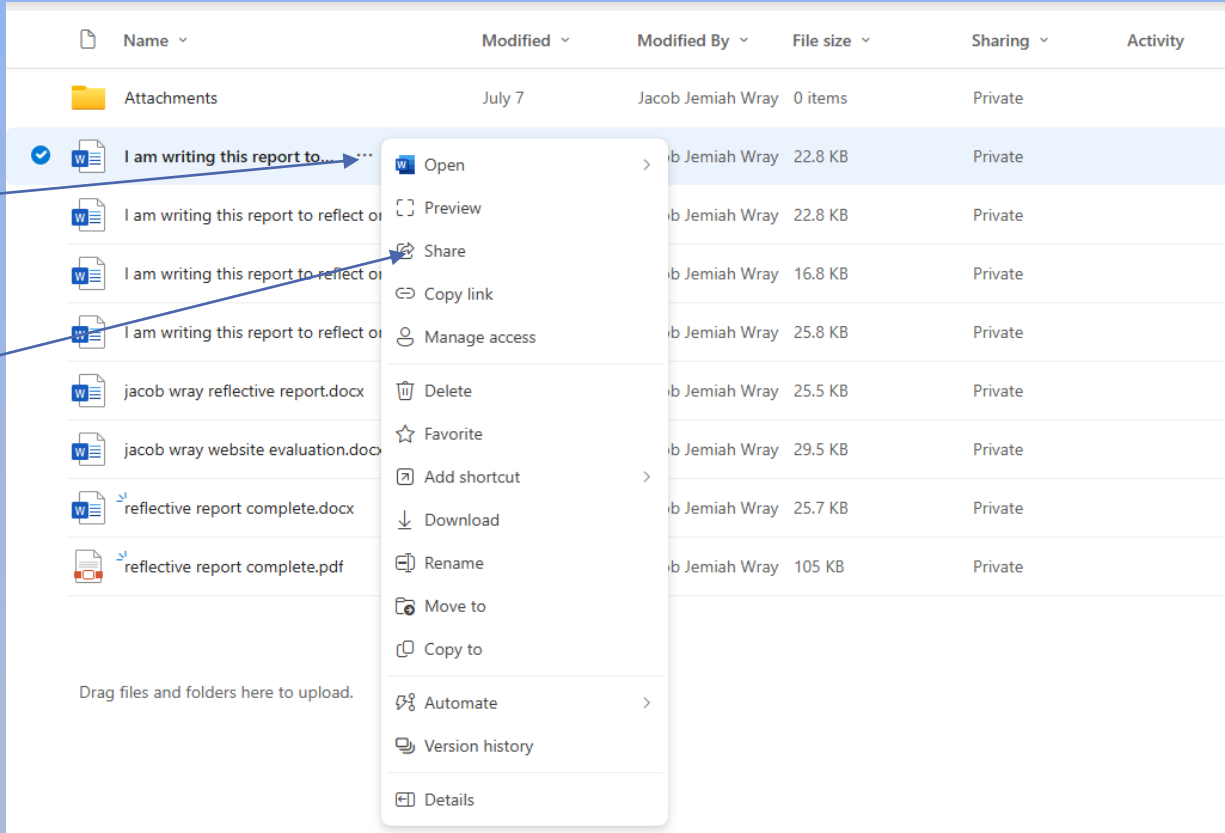
[More places...](#)

Name ▾	Modified ▾	Modified By ▾	File size ▾	Sharing ▾	Activity
Attachments	July 7	Jacob Jemiah Wray	0 items	Private	
I am writing this report to reflect on my ex...	Monday at 12:57 PM	Jacob Jemiah Wray	22.8 KB	Private	
I am writing this report to reflect on my ex...	Monday at 12:56 PM	Jacob Jemiah Wray	22.8 KB	Private	
I am writing this report to reflect on my ex...	6 days ago	Jacob Jemiah Wray	16.8 KB	Private	
I am writing this report to reflect on my ex...	Yesterday at 10:45	Jacob Jemiah Wray	25.8 KB	Private	
jacob wray reflective report.docx	Tuesday at 2:31 PM	Jacob Jemiah Wray	25.5 KB	Private	
jacob wray website evaluation.docx	3 hours ago	Jacob Jemiah Wray	29.5 KB	Private	
reflective report complete.docx	Yesterday at 10:22	Jacob Jemiah Wray	25.7 KB	Private	
reflective report complete.pdf	Yesterday at 10:23	Jacob Jemiah Wray	105 KB	Private	

Drag files and folders here to upload.

CHOOSE THE FILE YOU WANT TO SHARE

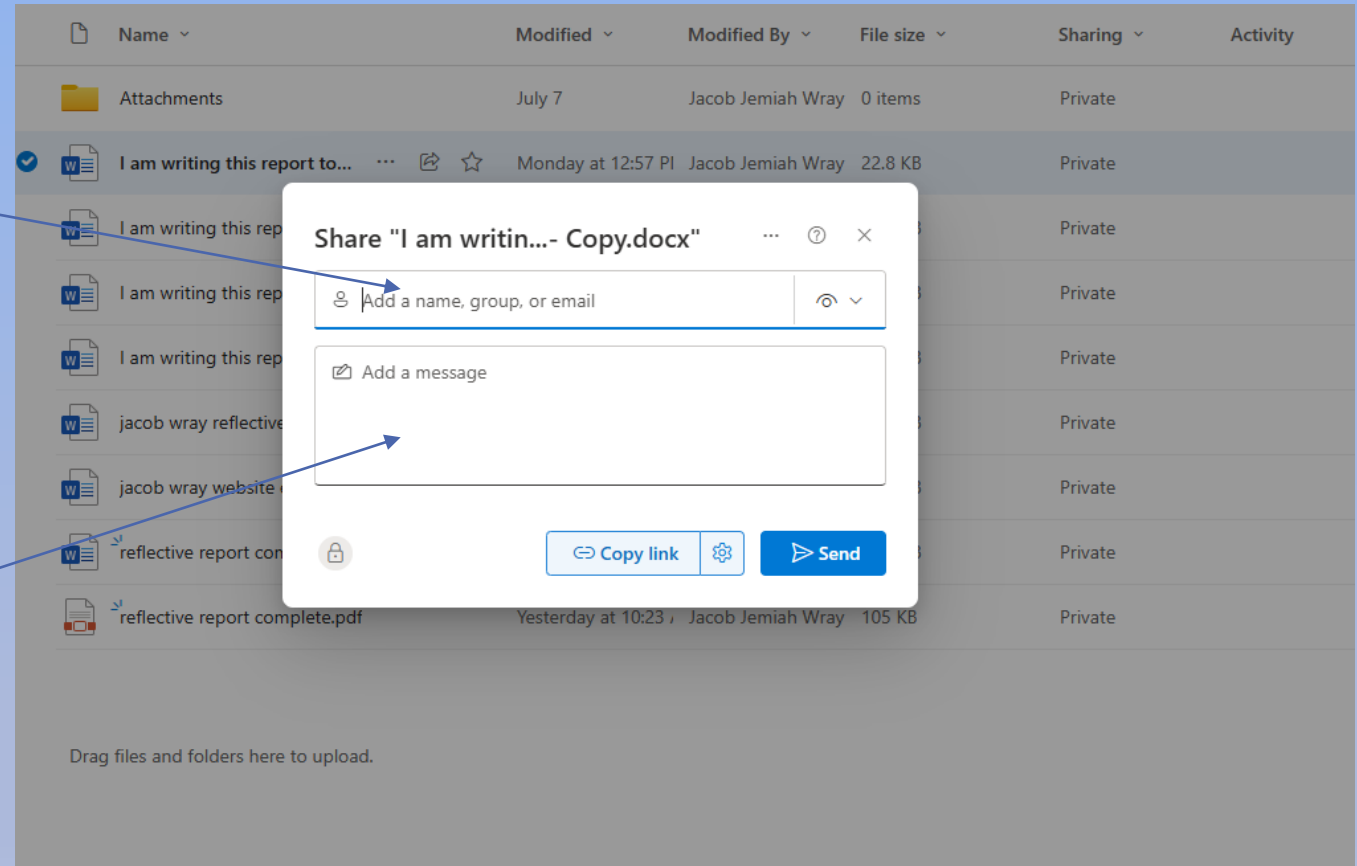
Once you decide which file you want to share, click the three dots icon on your file and an option to share it should appear



HOW TO SHARE THE FILE

Once the share button has been located, click it and a box should appear with a section to write name, group or email of person/people you want to send the file to.

As an optional choice, you can add a message to give the file some context or for any notes you want to communicate

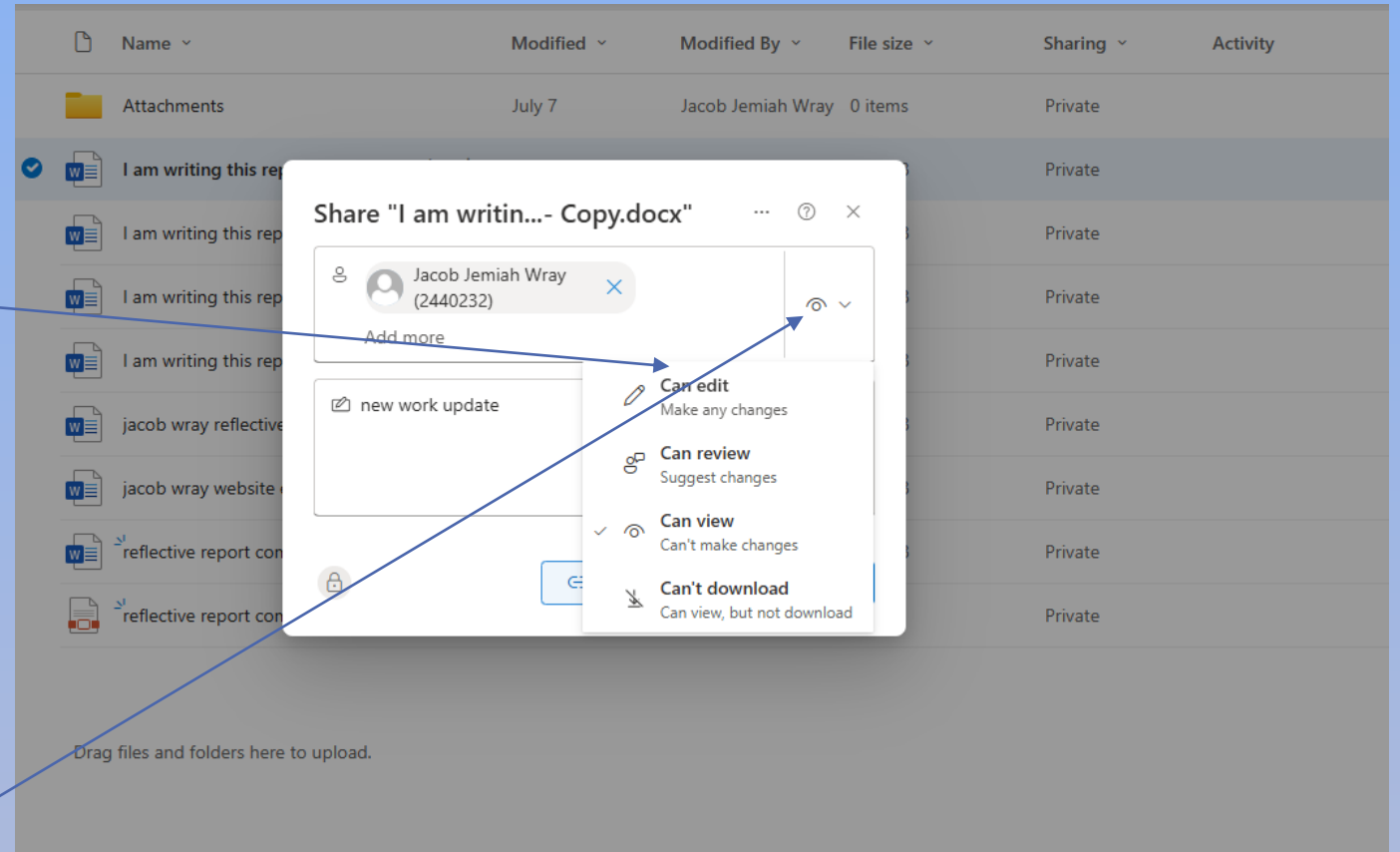


SHARING THE FILE

Once you have found the person or group of people you want to send the file to, you have a few options you need to choose concerning the accessibility of your file

Click the eye icon and the following suggestions will pop up:

- Can edit/they have access to edit the file
- Can review/suggest changes
- Can only view, cant make any changes to file
- Cant download, they can only view it



SHARE THE FILE

Once you have decided what sort of access you would like to give the receiving party, you are now ready to share

As we can see, we have two sending options, you can either: share the file directly

Or press copy link and share the file to someone outside of the platform via another communication app

