

HOW TO SHARE A FILE VIA THE ONEDRIVE

INTRODUCTION

OneDrive is a Microsoft platform in the cloud which offers users an opportunity to store, access, and share files. At workplaces, it facilitates teamwork by allowing real-time access to the latest documents to minimise duplicate work and maximise effectiveness by using only simple and effective ways of sharing files.



STEP-BY-STEP PROCESS

Step 1: Open OneDrive

This user needs to log into Microsoft account and opens OneDrive with a web browser or desktop programme. Care should be taken to see that the file which is to be shared has already been uploaded in the OneDrive storage (Widyawati et al., 2024).

Step 2: Select the File

The user finds the file or folder that is to be shared and clicks on it once to have the file or folder to be shared. There will be a toolbar that will have several options on the top of the screen.

Step 3: Click on the “Share” Button

On clicking the file, the user will then choose the option of “Share”. This will proceed to create a sharing settings window upon which the access permission can be controlled.

Step 4: Choose Access Permissions

The user selects the preferred sharing option based on security requirements:

- Anyone with the link – allows access without requiring login (less secure)
- Specific people – restricts access to selected users (more secure)

The user can also decide the level of access:

- Allow recipients to edit the file
- Restrict access to view only (read-only)

Step 5: Enter Email Addresses

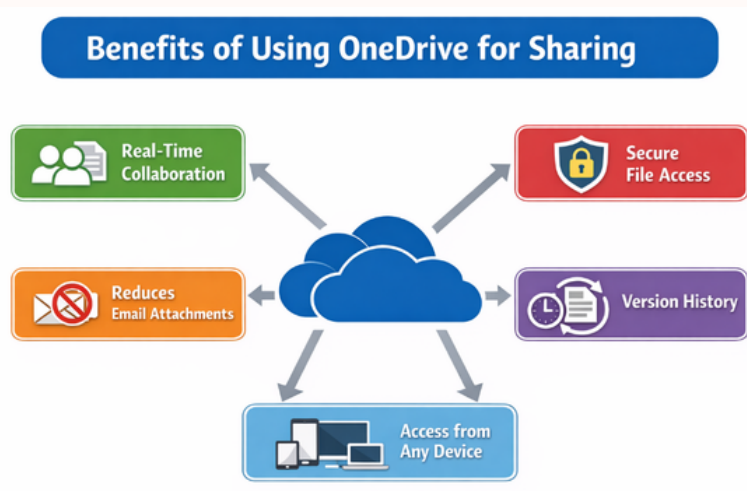
The user is required to input the email addresses of the target to be received. A commentary may also be added to give a context or directions about the file.

Step 6: Send or Copy Link

The user selects the button “Send” making the file directly available through email. Moreover, the user can choose to use the option of copying the link allowing them to share the file using third-party communication tools like Teams or WhatsApp.

TYPES OF SHARING OPTIONS

OneDrive offers a number of sharing features to access files in the most effective way. "View Only" permits users to view files without "EDIT". "Edit Access" gives users the privilege to update content. "Restricted Access" only users, with limitations, can gain access, which improves security (Afrianto, Nusivera, and Haikal, 2025). "Public Link Sharing" option lets anyone who has access to the link see the file, which is convenient but less in control.



BENEFITS OF USING ONEDRIVE FOR SHARING

OneDrive sharing helps in enhancing team work and efficiency. It allows real-time collaboration, provides access to files in a secure environment with a permission profile, and minimises the use of email attachments (Widyawati et al., 2024). The files can be enjoyed at any location and at any time. Moreover, version history gives users an opportunity to monitor changes and monitor previous versions, resulting in improved document management.

BEST PRACTICES

By sharing files using one drive, one should always verify permissions before sharing sensitive details. In case the user is dealing with confidential documents, it is better to use the option “Specific People”. Only necessary cases should have edit access. Users will need to confirm the recipient email addresses, use a brief message to make it clear, and be able to cheque access routinely to ensure security.

CONCLUSION

OneDrive is an effective and easy way to share files in a business setting. With proper steps and best practises applied by users security, organised, and efficient file sharing is possible. This facilitates effective collaboration, time savings and overall productivity at the workplace.



How to Share a File via OneDrive: Steps Overview



REFERENCES

- Afrianto, R., Nusivera, S. and Haikal, H., (2025). Cloud Storage Ethics in Industrial Engineering: A Comparative Analysis of Microsoft OneDrive and SharePoint. *Journal Mobile Technologies (JMS)*, 3(2), pp.49-55.
- Widyawati, L., Azwar, M., Alafi, H. and Asif, I., (2024). Analysis of Rclone Implementation for File Sharing Security on OneDrive Cloud Storage. *Jurnal Bumigora Information Technology (BiTe)*, 6(1), pp.95-104.
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