

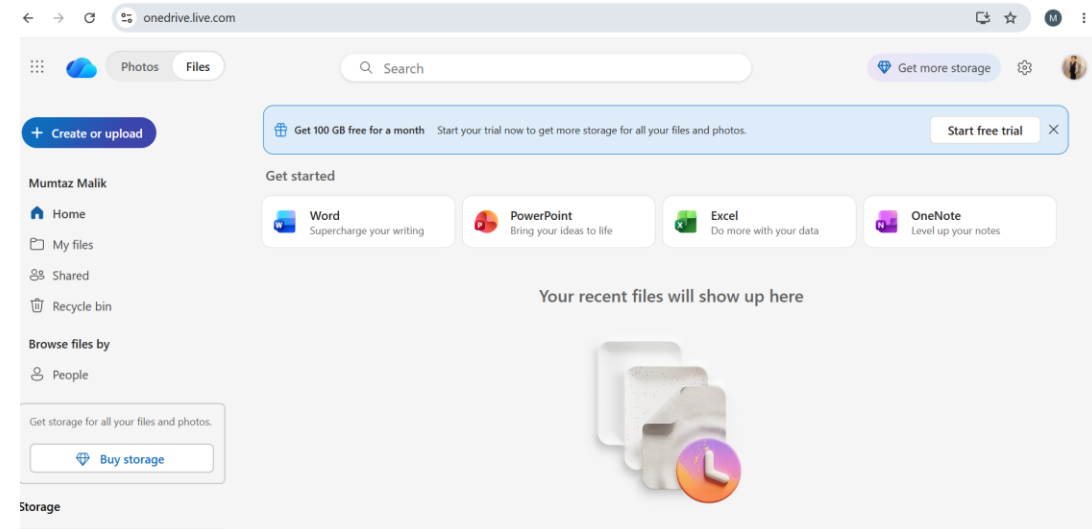
INFORMATION POSTER

Student Name;Mumtaz Hussain Malik

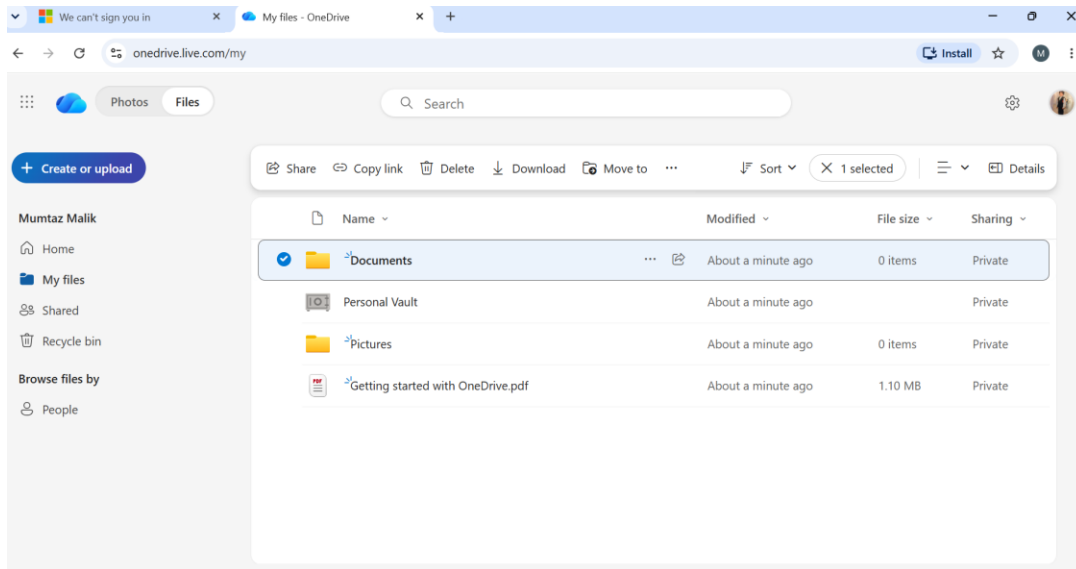
Student ID;2532265

HOW TO SHARE A FILE VIA ONEDRIVE

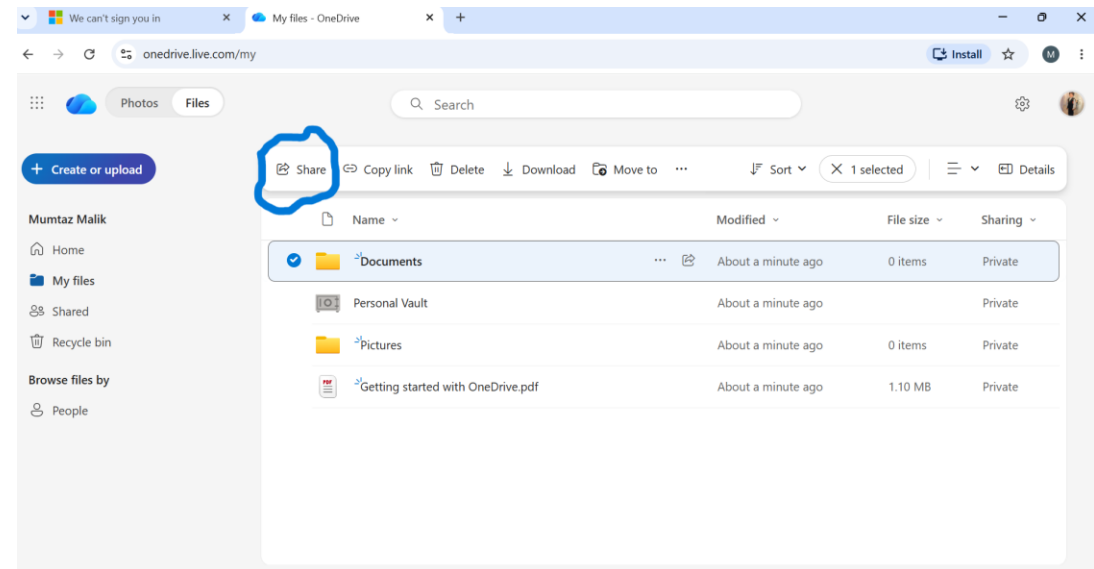
- STEP 1 : Open OneDrive and Sign in with your Microsoft account.



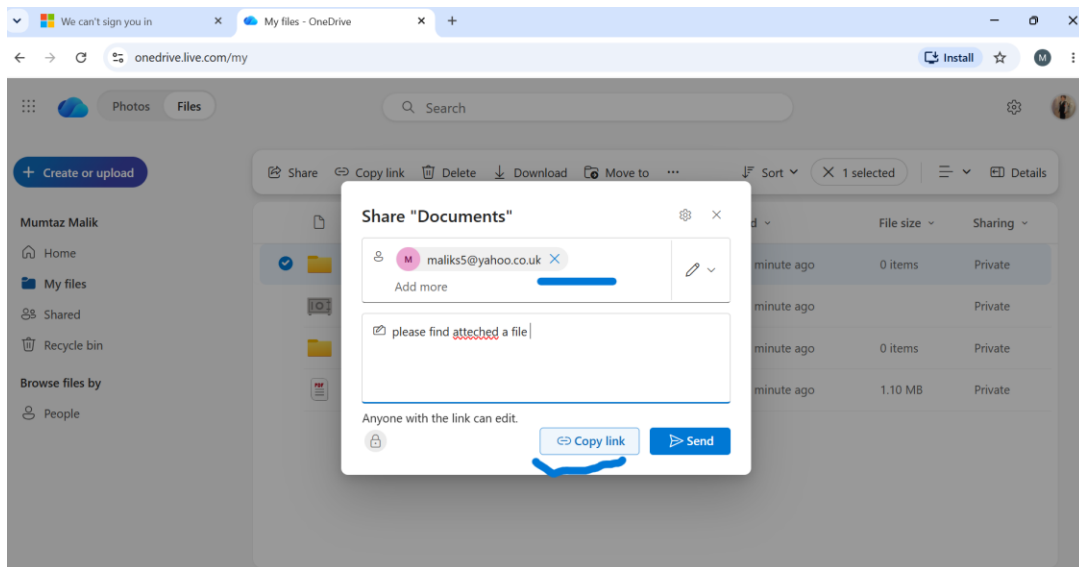
STEP 2: Locate and select the file or folder you want to share.



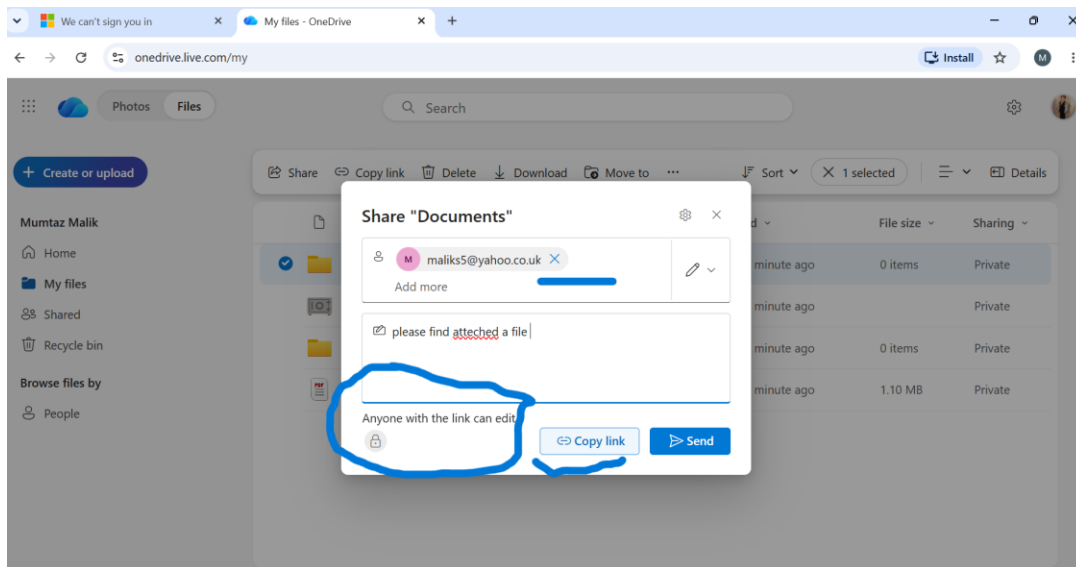
STEP 3: CLICK THE SHARE BUTTON



STEP 4: ENTER EMAIL ADDRESS OR CHOOSE COPY LINK.



STEP 5: CHOOSE PERMISSIONS: CAN VIEW OR CAN EDIT.



STEP 6: CLICK SEND OR COPY THE LINK AND SHARE IT.

