

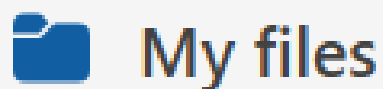
How to share a file via the OneDrive

1. Uploading a File to OneDrive

Begin by accessing OneDrive. Log in using your Microsoft account. To upload your desired file, select the "Upload" option, then proceed to choose the file from your computer.



2. Locating the File for Sharing



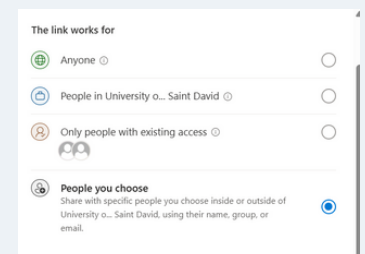
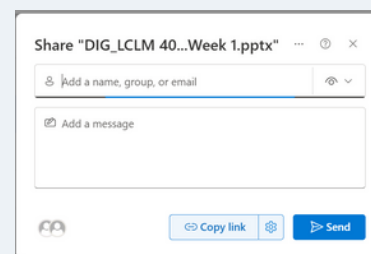
After uploading, navigate within OneDrive to locate the specific folder where the file is stored.

Once found, hover your cursor over the file.

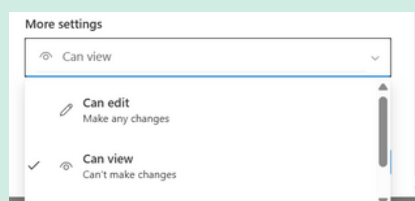
3. Selecting a Sharing Method

Clicking the "Share" icon opens a new window, presenting various sharing options.

Available options include:
"Anyone with the link,"
"People in your organization,"
"Specific people,"



4. Configuring Permissions



When sharing, you can specify the level of access granted to recipients. You can choose whether recipients have the ability to:
Edit the file
View the file only

After selecting your preferred permission setting, remember to click "Apply" to save your choice.

5. Distributing the Link

Within the sharing interface, users have the option to input email addresses of intended recipients or to generate a shareable link by selecting "Copy link." This generated link can then be distributed through various communication channels, including email and messaging applications.



Reference: <https://support.microsoft.com/en-us/office/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07>