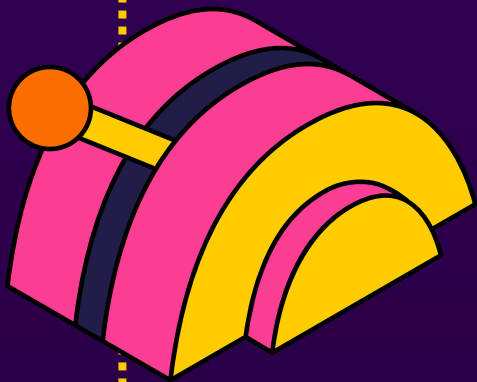


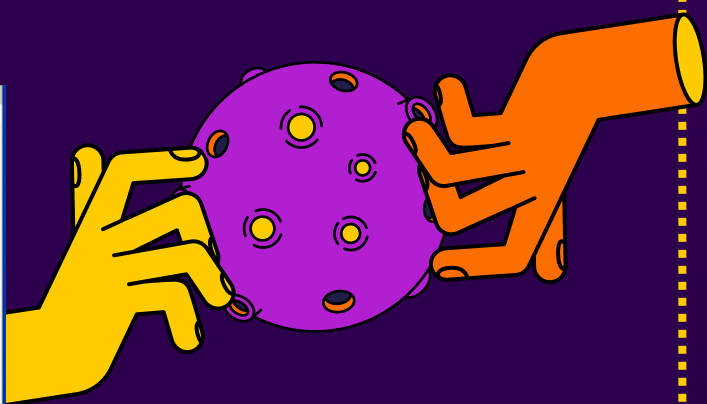
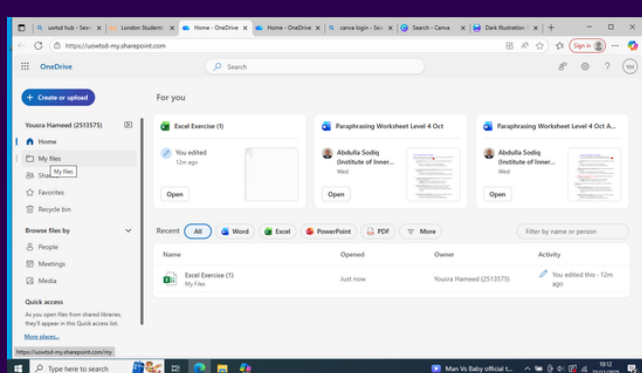
# How to share a file via The OneDrive



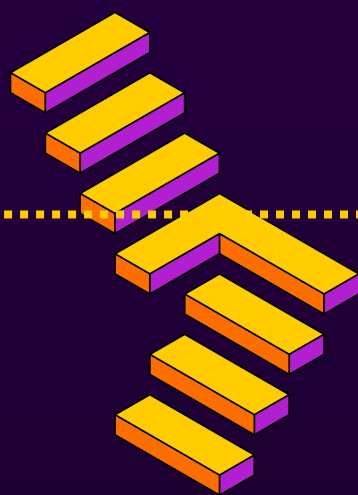
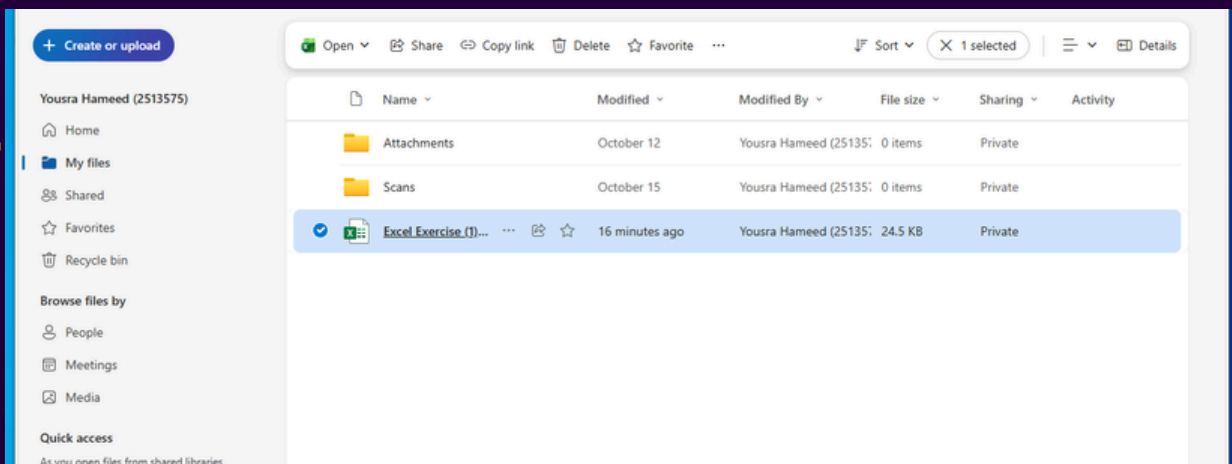
**step 1** Login to UWTSD HUB and choose One Drive Icon



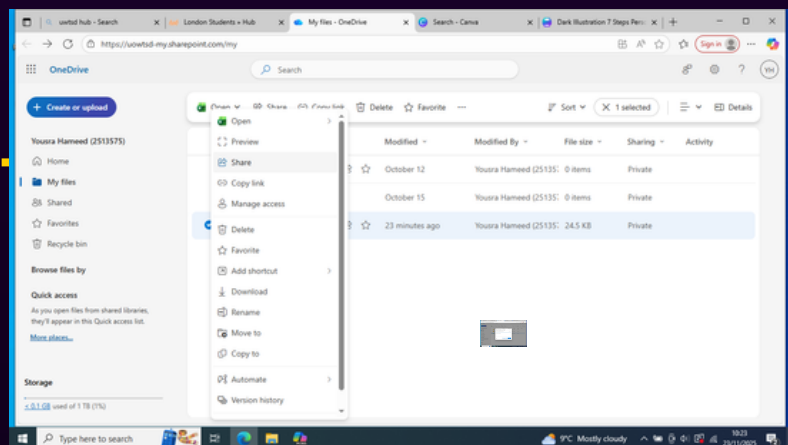
**Step 2** Click on the One Drive Icon, find and select my files



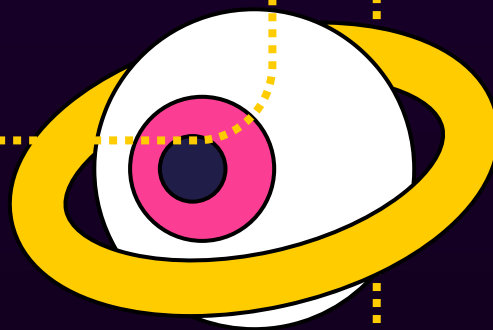
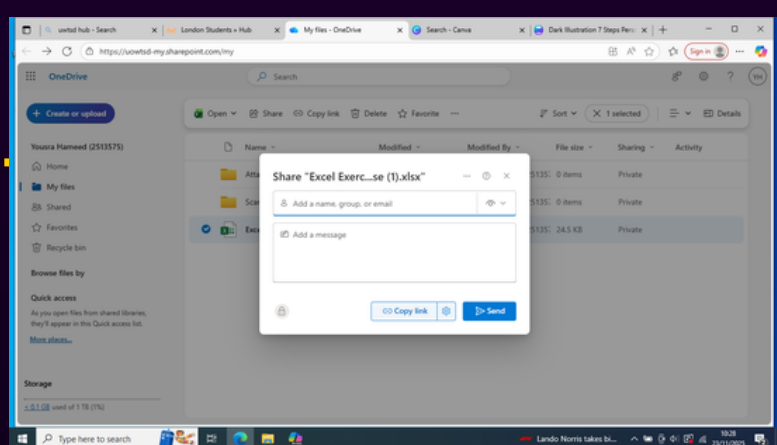
**Step 3** choose the file you want to share and click on it.



**Step 4** Right click the file and choose share from the top of the file menu



**Step 5** enter recipient email address you want to share with.



**Step 6** Click the send button to email the link to the recieient

