

How to Share a File via OneDrive

An informative workplace poster

Introduction

OneDrive is a secure cloud storage service from Microsoft that allows users to store, access, and share files easily. Sharing files through OneDrive is efficient and helps improve collaboration within the workplace.

Step-by-Step Guide

1. Open OneDrive in your web browser or through the desktop app.
2. Locate the file or folder you wish to share.
3. Right-click the file and select 'Share'.
4. In the sharing window, enter the email addresses of the people you want to share with.
5. Choose the permission level (e.g., 'Can Edit' or 'Can View').
6. Add an optional message, then click 'Send' or 'Copy Link' to share.

Tips for Secure Sharing

- Only share with people who need access.
- Use view-only permissions for sensitive files.
- Set an expiration date for shared links when possible.
- Regularly review who has access to your shared documents.
- Avoid sharing large groups of files through email — use shared folders instead.

Example

Example: A manager shares a project plan with their team using a 'Can Edit' link, allowing team members to collaborate in real time while maintaining version control through OneDrive.

Conclusion

OneDrive makes sharing files simple and secure. By following these steps and best practices, you can ensure that your shared documents are easily accessible and properly protected.