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How to share a file via OneDrive

What is OneDrive? - OneDrive is an online storage that enables the users to store, share and have access to their files from any device and it serves as a central hub for efficiency and collaboration. It is versatile, which in turn makes it a go-to tool for businesses, whether it is a hybrid or remote environment.

1. ACCESSING ONEDRIVE

Click on the OneDrive icon to sign in using your Username (usually your email address) via the OneDrive app or at onedrive.live.com

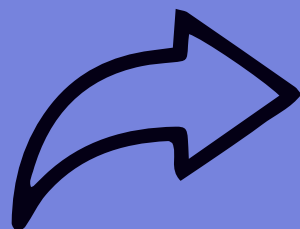


2 CHOOSE THE FILE

Select the file you want to share, you can do this by clicking on it.

3. LAUNCH SHARING

Click the share button



4. CHOOSING THE SHARE METHOD

Sharing your file can be done via Email or Link

5. ADJUSTING ACCESS LEVELS (WHEN SHARING THROUGH LINK)

Different levels of access

Able to edit: Allows receiver to edit the file

Able to view: Allows receiver to view the file but not edit it.

Cannot download: Allows the file to be observed but cannot be downloaded.

SOME FEATURES OF ONEDRIVE

OneDrive files - allows users to view, search, and connect with files stored in OneDrive from within file explorer on demand, without downloading all files to their devices.

You can also set the storage space for all new and existing users.

Privacy Enhancement- Make sure that your files are secured before they are saved to OneDrive, giving you all control to decryption keys.

CONS OF USING ONEDRIVE

Third-party cloud service carries some risks, including but not limited to possible data breaches, such as hacking or file corruption. One of the challenges OneDrive faces is large number of files (100,000) or files exceeding its size limit. This can affect the performance in data-heavy environment.

CONCLUSION

Onedrive enables users to store files across multiple devices and share them with varying access levels that will determine how much the others will be able to view and edit. Additionally, once your files are saved on OneDrive it can be accessed from anywhere in the world via [OneDrive.live.com](https://onedrive.live.com) or OneDrive app.

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

<https://learn.microsoft.com/en-us/sharepoint/onedrive-overview>