

Step by Step.

How to share a file via the OneDrive

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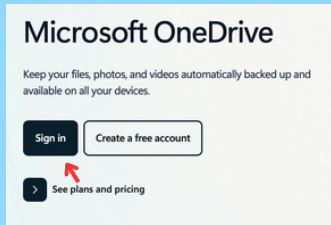


What is OneDrive?

OneDrive is a cloud storage service developed by Microsoft that allows you to save, organize, and share files from anywhere with internet access. Sharing files through OneDrive is an easy and efficient way to collaborate and exchange documents, photos, or videos without sending them directly by email. Below are the steps to help you share a file or folder using OneDrive.

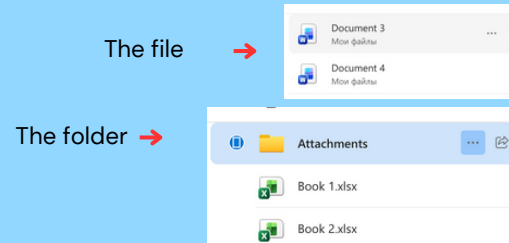
Step 1 Open OneDrive

Go to [OneDrive](#) and sign in with your Microsoft account using your email address and password. After logging in, you will see your personal cloud storage space with all your saved files and folders.



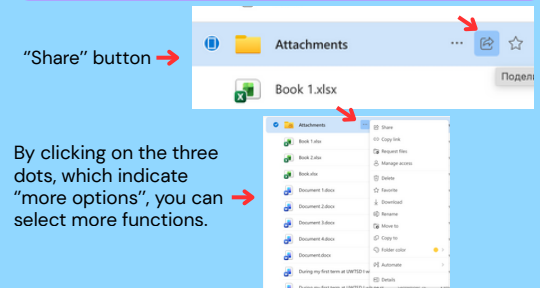
Step 2 Choose a File

Browse through your documents and select the file or folder you want to share. This could be a photo, a Word document, an Excel spreadsheet, or any other folder with materials. Hover your cursor over the file to display additional options.



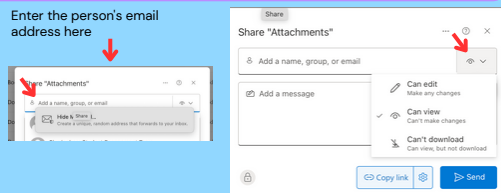
Step 3 Click "Share"

Click the "Share" button or select the ... (More options) icon if the button doesn't appear immediately. A new sharing settings window will open.



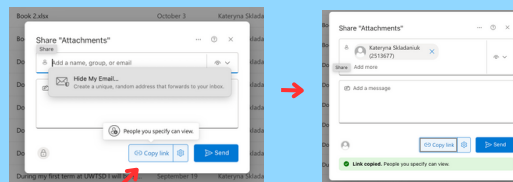
Step 4 Set Access Permissions

Next, a window will pop up where you can choose who can view or edit the file. (e.g. Anyone with the link or Selected people only).



Step 5 Copy the Link

Once you finish adjusting the settings, click "Copy link." Then paste the link into an email, message, or chat. The people who receive it will be able to open the document in their browser or download it if needed.



Step 6 Send

Press the "send" button and you will receive confirmation that everything has been completed successfully.

