



how to share file via ONEDRIVE

01

- File Storage: Store documents, photos, videos, and other files in the cloud.
- File Syncing: Automatically sync files across all devices linked to the account, ensuring the latest version is accessible anywhere.
- Collaboration: Share files and folders with others, and collaborate in real time on documents using tools like Microsoft Word, Excel, and PowerPoint.
- Security: Protect files with encryption, two-factor authentication, and advanced security features to keep data safe.

Onedrive

OneDrive is a cloud storage service provided by Microsoft, designed to allow users to store files and data securely online and access them from any device with an internet connection. It offers seamless integration with other Microsoft services, such as Windows, Office 365, and Xbox, making it convenient for users to sync and share files across multiple devices.

if you need further info:

<https://support.microsoft.com/en-gb/office/onedrive-video-tutorials-1f608184-b7e6-43ca-8753-2ff679203132>

02

- Personal Vault: A special area for storing sensitive files with additional protection like facial recognition or PIN.
- Integration with Microsoft Office: Directly save and access documents from Office apps (Word, Excel, PowerPoint) on OneDrive.
- OneDrive offers both free and paid plans, with free storage up to 5 GB and additional storage available through paid subscriptions. It is available on Windows, macOS, iOS, and Android devices.

1: Using the OneDrive Website

2: Using OneDrive Desktop App
(Windows or Mac)

3: Using OneDrive Mobile App (iOS
or Android)