

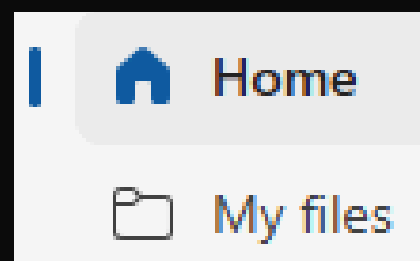
# SHARE A FILE VIA ONEDRIVE

*With these few easy steps.*



1

open up onedrive and navigate to the “my files” tab on the left of the screen where your file will be stored and find it



2

left click on the file you want to share and find the third button from the top of the pop up menu called “share”



3

once you click share enter the email of the person youd like to send it to at the section at the top.



4

lastly, click the eye to the right and click on the permission you want to give the person you send it to. after which, you can add a message if you want and click the “send” box to send it to that person



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## references:

[https://commons.wikimedia.org/wiki/File:Microsoft\\_Office\\_OneDrive\\_%282019%E2%80%932025%29.svg](https://commons.wikimedia.org/wiki/File:Microsoft_Office_OneDrive_%282019%E2%80%932025%29.svg) (last accessed 12/11/2025)

<https://uowtsd-my.sharepoint.com/> (last accessed 12/11/2025).