

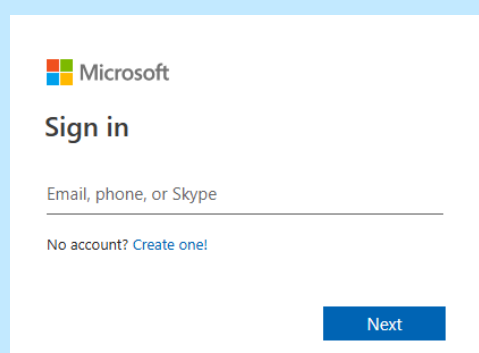
# HOW TO SHARE A FILE

## *via Microsoft OneDrive*

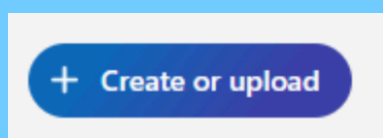


### UPLOAD THE FILE TO ONEDRIVE

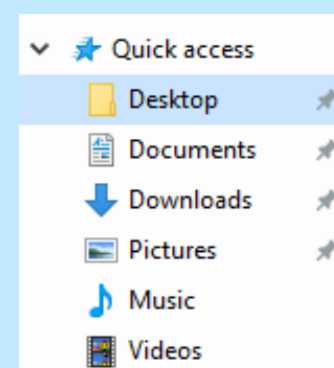
Go to OneDrive and sign in with your Microsoft account



Click "Create or upload" at the top

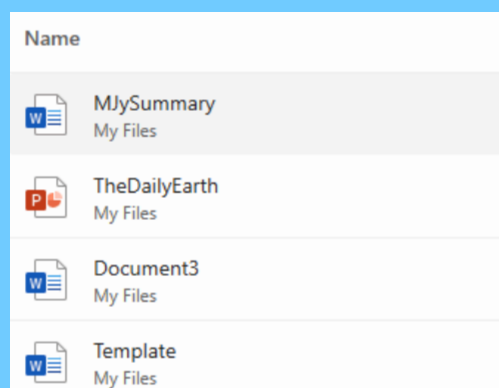


Select the file from your computer

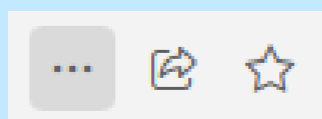


### SHARE THE FILE

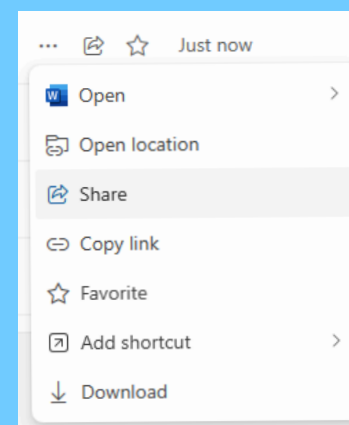
Find the file in your OneDrive list



Click the three dots (...) next to the file or right-click on it

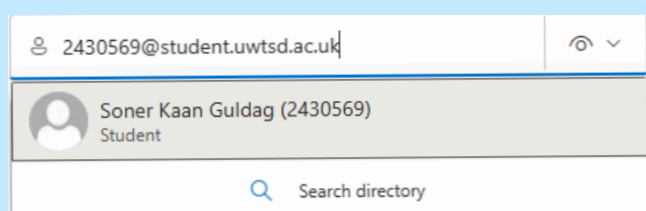


Click "Share"

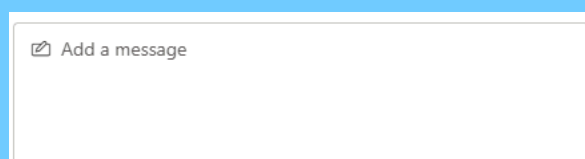


Next, a box appears with text. Here's what you should do:

Enter the E - Mail address you would like to share the file to



Add a message (this is optional)



Click "Send"

