



How to share a file via the onedrive

HOW TO USE ONE-DRIVE

LEVEL 1 : uploading the file to onedrive :

* sign in to onedrive.co.uk with your account and uploaded the file click the add +ADO new button in the top and left and click/select files upload poster or file (PDF,IMG)

LEVEL 2 : configuration sharing option :

Click the link or file : click circle icon in the top right corner of the page or file select to your poster.

And open share dialogue and share button at the top file / page

Configuration link Settings : set up the icon in the top right of the share window.

1. Click Audience : click anything with the link to allowing sharing with customers outside your organisation select customers for better security.

LEVEL 3 : share the link or the File :

* press or click link below to find or get a link we can paste to social network or ,And any digital link

Directly Email Alternative click the email address of recipient directly into your name ,team or individual email fields and press or click.

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