



HOW TO SHARE ONLINE FOLDERS AND FILES IN ONEDRIVE

1

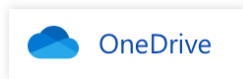
On a computer, use your internet browser to visit the website www.outlook.live.com.

If requested, sign into your Microsoft account.

If working on mobile device, such as a smartphone or tablet, open the OneDrive App.

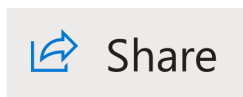
3

Click on **OneDrive** from the list that appears.



5

Click **Share** near the upper left corner.



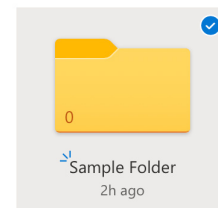
2

Click on the All **Apps** icon located in the upper left corner.



4

With your mouse hover over the file or folder you wish to share. When a circle appears in the corner of the file image, click it to give it a checkmark.

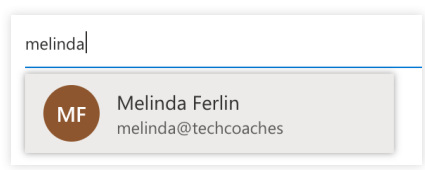


Almost there!



7

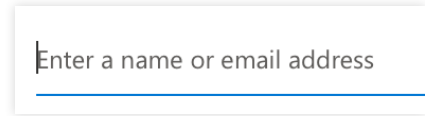
Type a contacts name or an email address if they are not in your contacts. Once the correct name/email address appears click on it from the drop-down list.



Note: You can add more than one email address, just start typing the next contact/email address.

6

A new window will appear, click **Enter a name or email address.**



8

Click **Send.**



Congratulations! You have successfully shared files and folders to collaborate with others!

