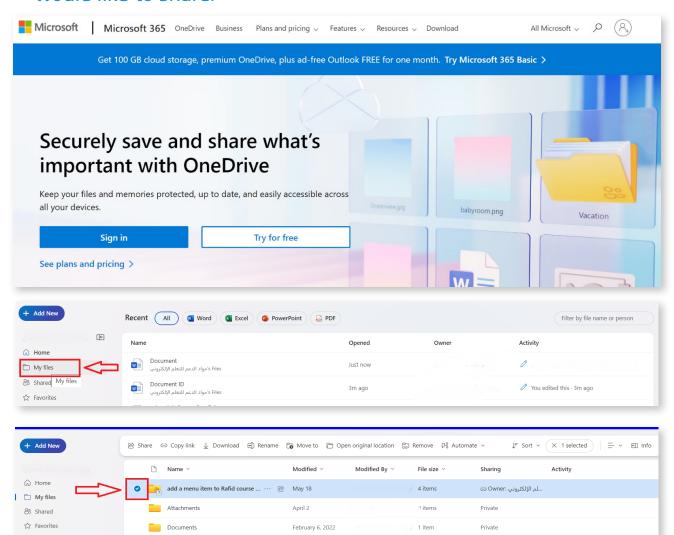




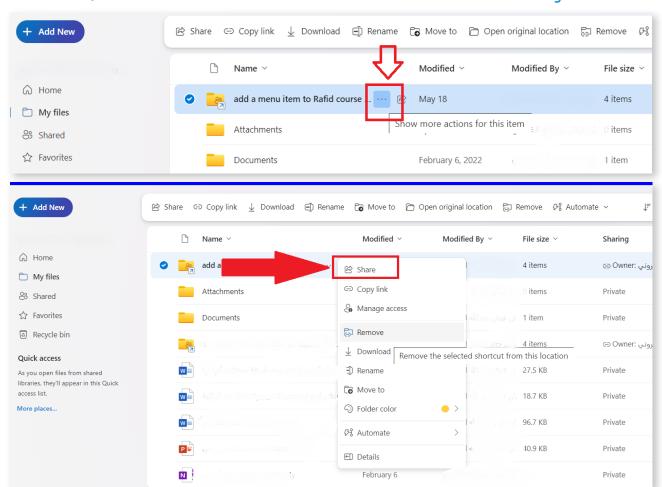
Sharing Folders or Files in OneDrive

You Can share files or folders at OneDrive by following these steps:

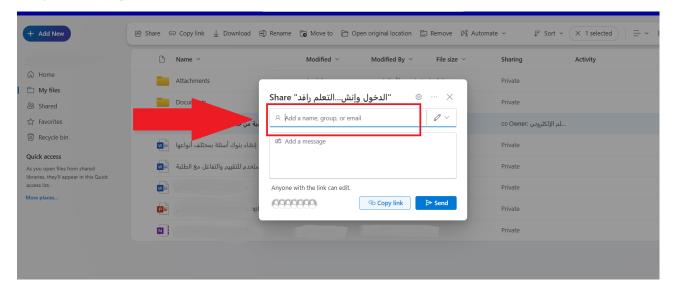
1 Sign in into your Microsoft Account, then choose the file or folder you would like to share.



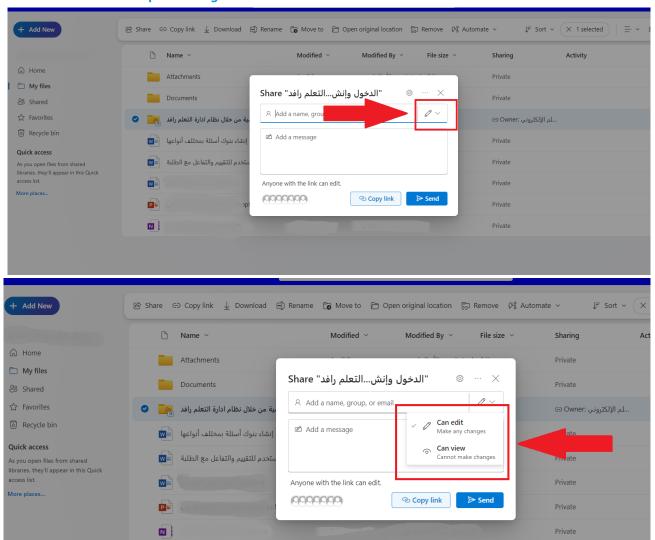
After selecting the file click on the small three dots provided at the file and you will have a drop-down menu providing more options for you to select, choose Share and the file will be removed directly.



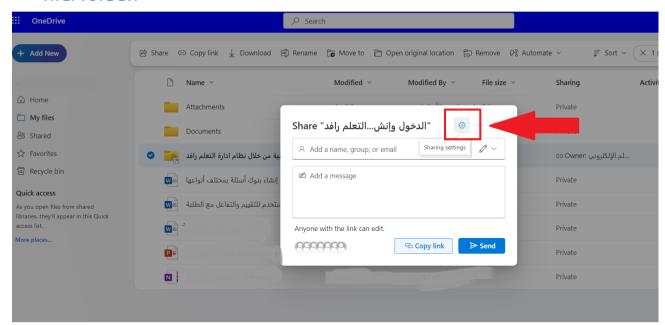
A small window will appear to you, to add the details of the share process you will make.



When you press at the Icon" " a drop-down menu will come up to you with three options you can edit for the shared file/folder.



Through the setting icon you can change the setting of the shared file/folder.



- Through the setting icon you can do the following:Set out an expiration date for the shared file/folder.
 - Sharing settings + Add New Automate ~ Share the link with Name v Sharing (Anyone Attachments My files People in Al-Baha University ① Documents Shared People with existing access ① ☆ Favorites ة من خلال نظام ادارة التعلم رافد CO Owner: ... Recycle bin إنشاء بنوك أسئلة بمختلف أنواعها People you choose ① Quick access بتخدم للتقييم والتفاعل مع الطلبة More settings Can edit A Set password Block download Off Cancel
- 7 After selecting all the setting you want, press on Apply.