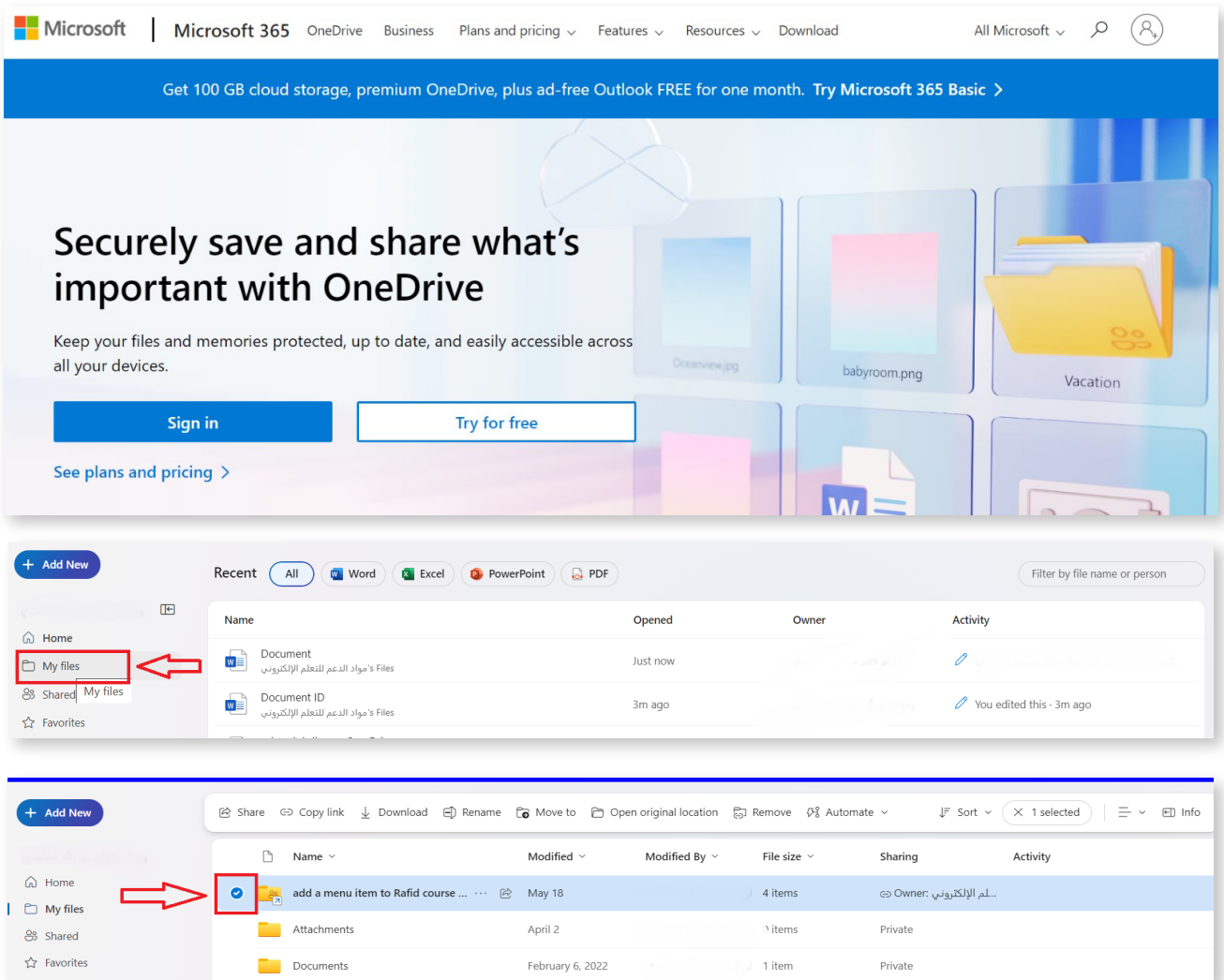


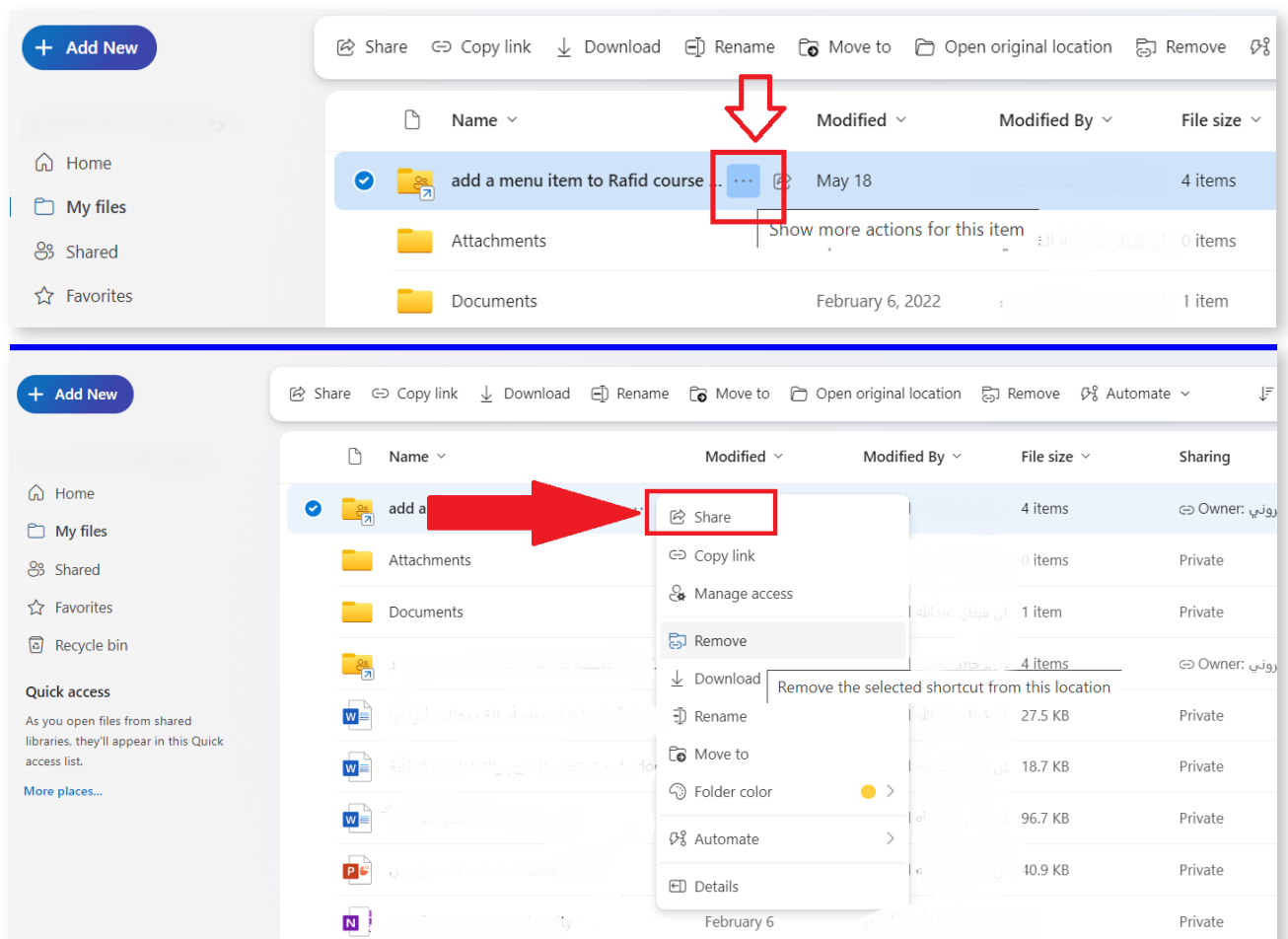
Sharing Folders or Files in OneDrive

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

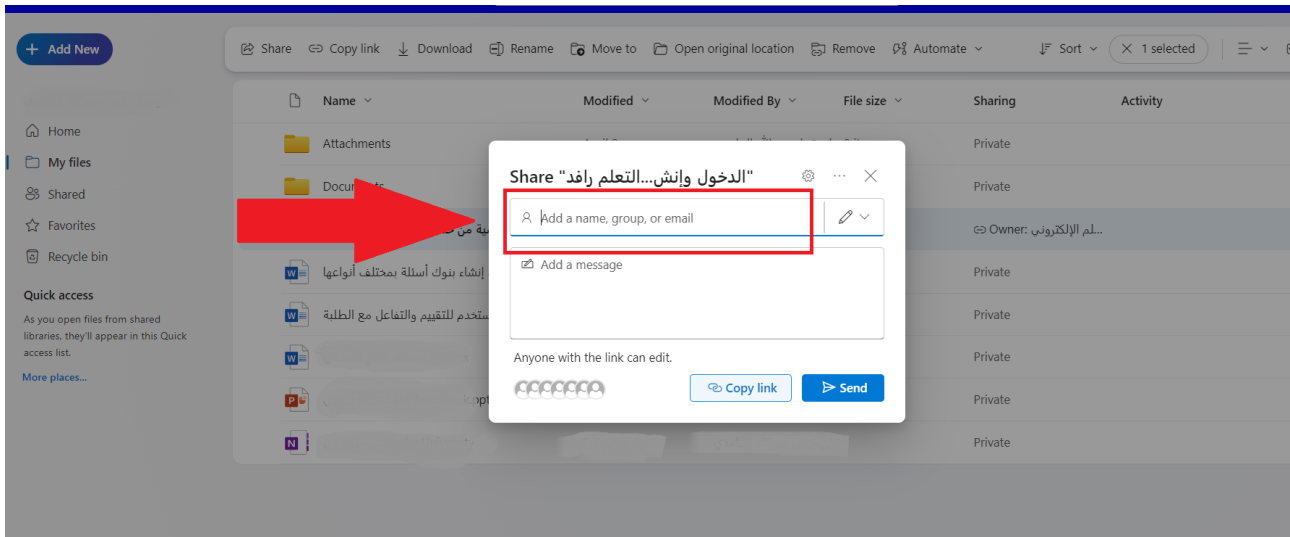
- 1 Sign in into your Microsoft Account, then choose the file or folder you would like to share.



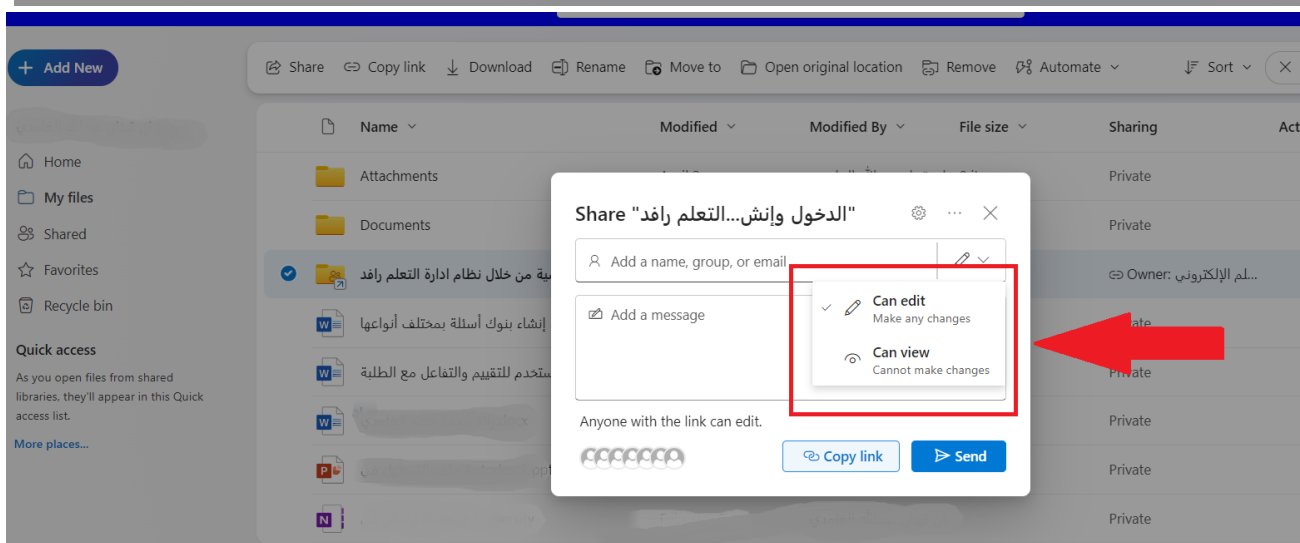
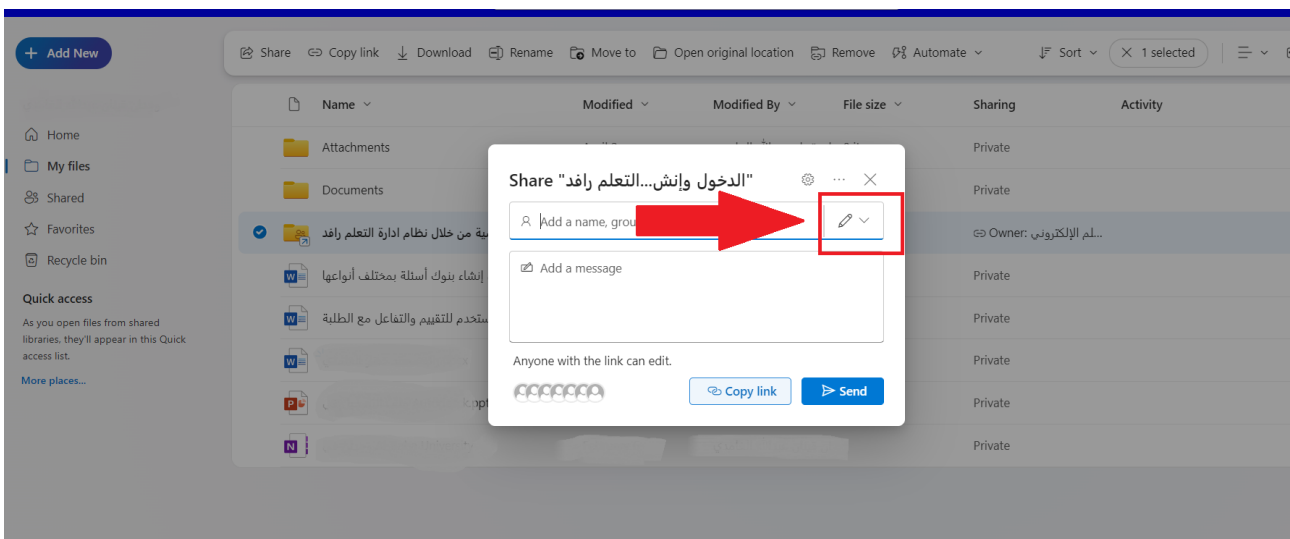
- 2 After selecting the file click on the small three dots provided at the file and you will have a drop-down menu providing more options for you to select, choose **Share** and the file will be removed directly.



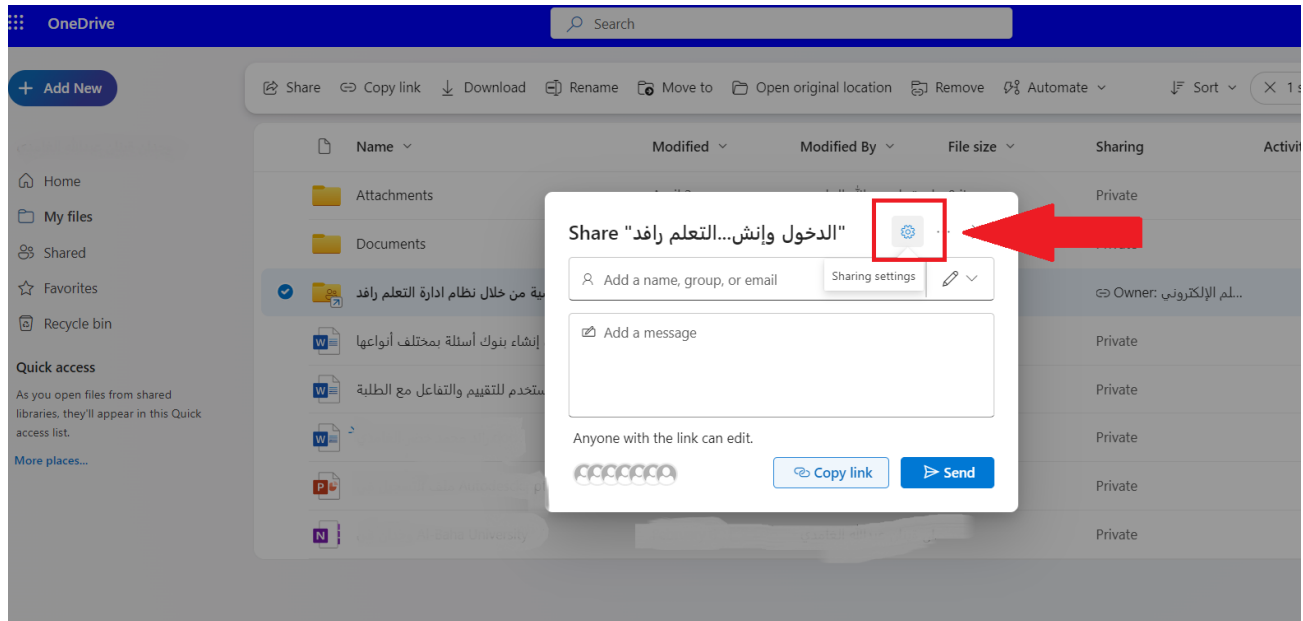
- 3 A small window will appear to you, to add the details of the share process you will make.



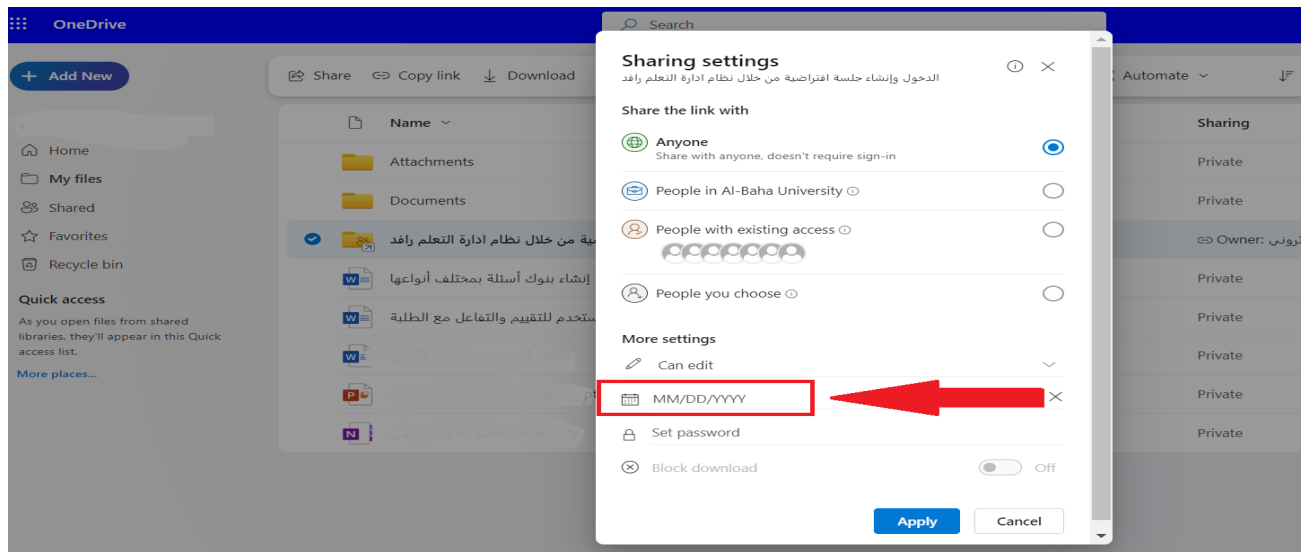
- 4 When you press at the Icon " " a drop-down menu will come up to you with three options you can edit for the shared file/folder.



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



6 Through the setting icon you can do the following:
- Set out an expiration date for the shared file/folder.



7 After selecting all the setting you want, press on **Apply**.