**1. Accessing Your OneDrive Account:**

Step 1: Open File Explorer: On your computer, click on the File Explorer icon typically located on the taskbar or search for "File Explorer" in the Start menu.

Step 2: Navigate to OneDrive: In the left sidebar of File Explorer, you should see a section labeled "OneDrive." Click on it to access your OneDrive storage.

Step 3: Sign in (if necessary): If you haven't signed in before, you'll be prompted to sign in with your Microsoft account. Enter your email and password associated with your Microsoft account.

Step 4: Set up sync (optional): You may be prompted to set up sync between your OneDrive folder on your computer and your online OneDrive storage. Follow the prompts to complete the setup if you wish to sync files.

**2. Saving to OneDrive:**

Step 1: Navigate to the location of the file(s) or folder(s) you want to save to OneDrive on your computer.

Step 2: Select file(s) or folder(s): Click on the file(s) or folder(s) to select them.

Step 3: Copy or move to OneDrive: Right-click on the selected file(s) or folder(s), hover over "Send to," and then select "OneDrive" to copy them to your OneDrive folder. Alternatively, you can drag and drop the selected files directly into your OneDrive folder.

**3. Sharing with OneDrive:**

Step 1: Navigate to the file or folder you want to share within your OneDrive folder.

Step 2: Right-click on the file or folder you want to share and select "Share."

Step 3: Choose sharing options: In the sharing dialog box, you can enter the email addresses of the people you want to share with. You can also adjust the permissions to allow them to edit or view only.

Step 4: Send the invitation: After entering the email addresses and setting permissions, click on the "Send" button to send the sharing invitation.

Step 5: Monitor sharing: You can track who has access to the file or folder and their permission level in the sharing settings.