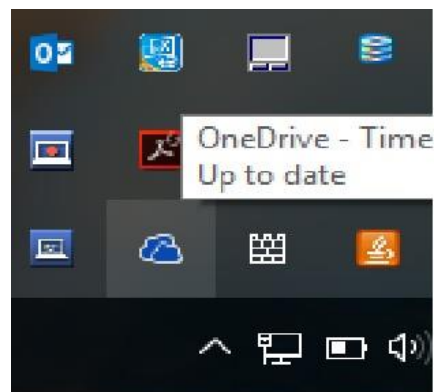


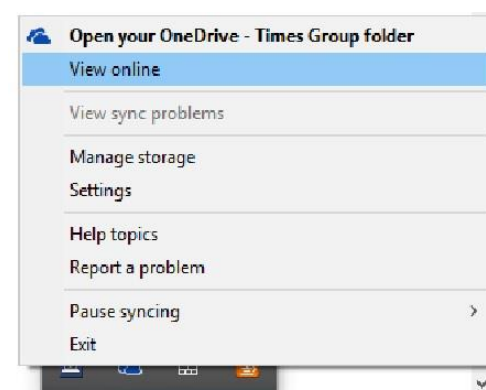
DID YOU KNOW?

How to Share files from OneDrive.

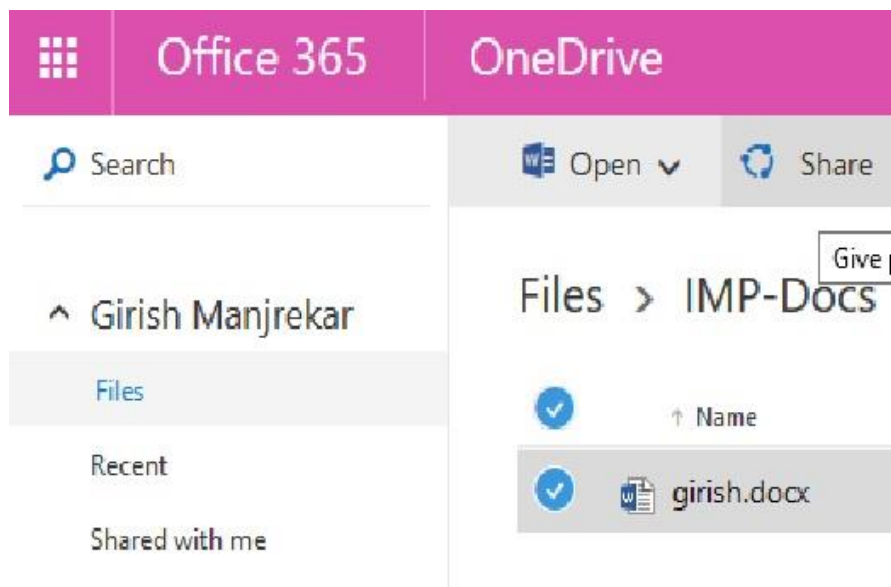
- 1) Go to the System Tray Icons and Right click on the OneDrive Icon.



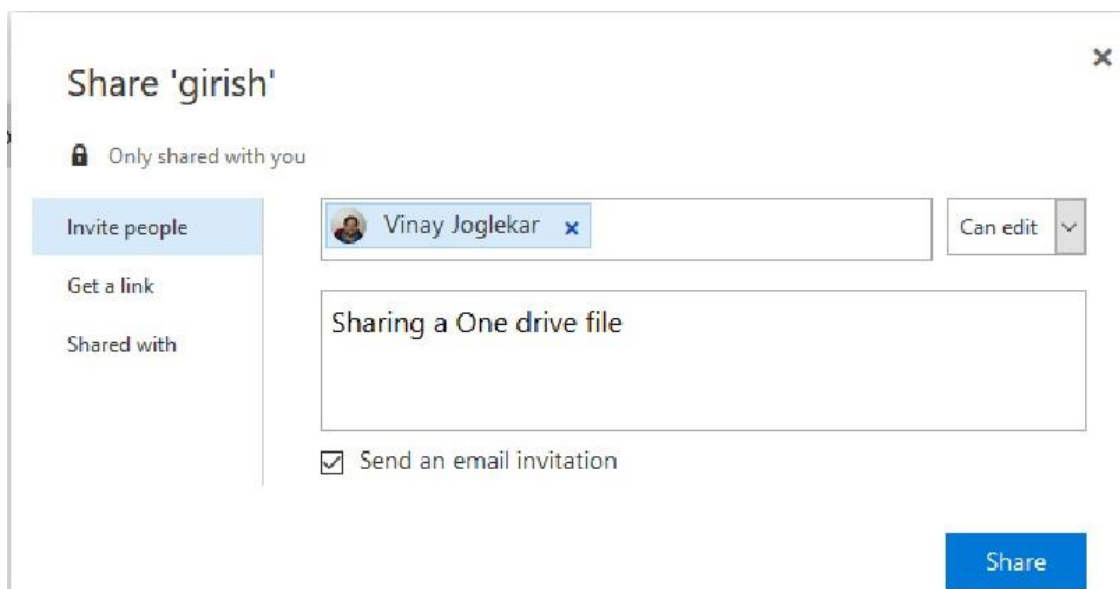
- 2) Click On View Online.



- 3) This will open your Onedrive from a Web Browser. Then select the file you want to share and click on Share.



- 4) This will Pop up a small window. Click on Invite people and add the email Id of the user with whom you would like to share the file.



- 5) Select the permission as Can view or Can Edit as desired and then Click on Share Button.

THANK YOU