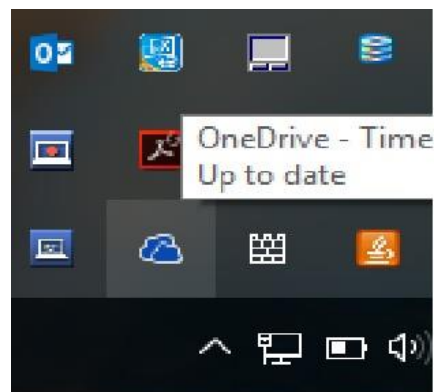


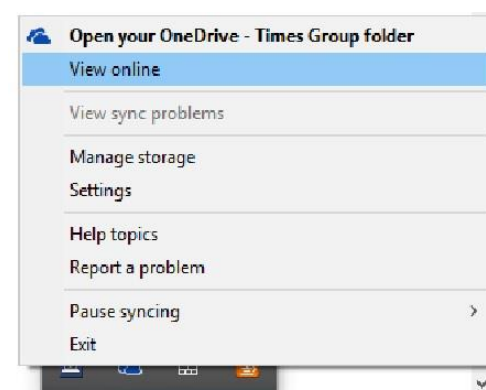
DID YOU KNOW?

How to Share files from OneDrive.

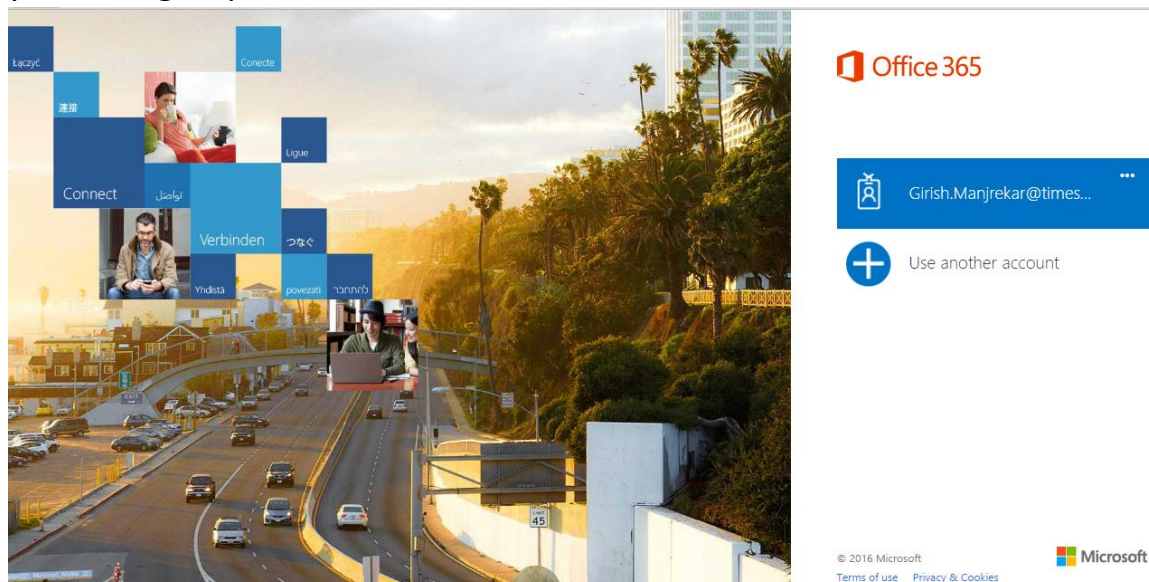
- 1) Go to the System Tray Icons and Right click on the OneDrive Icon.



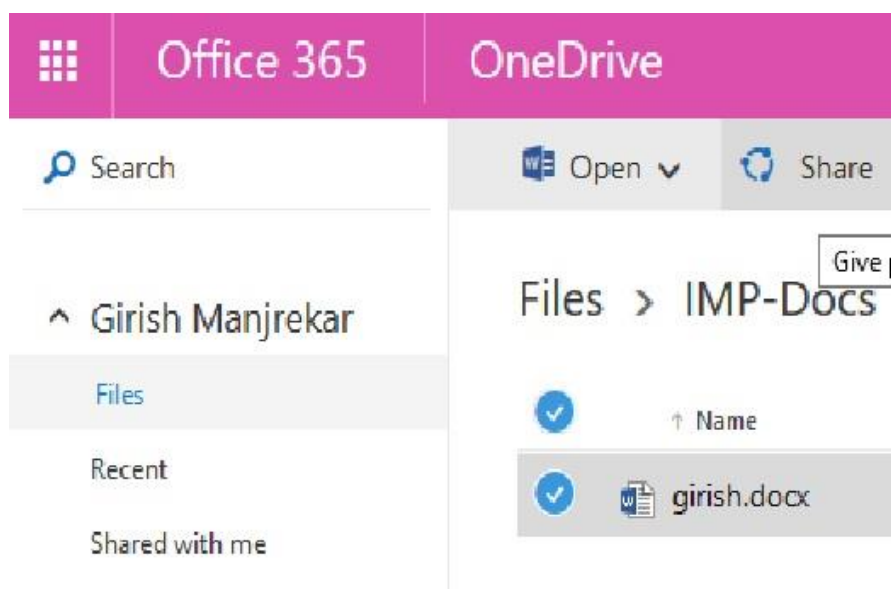
- 2) Click On View Online.



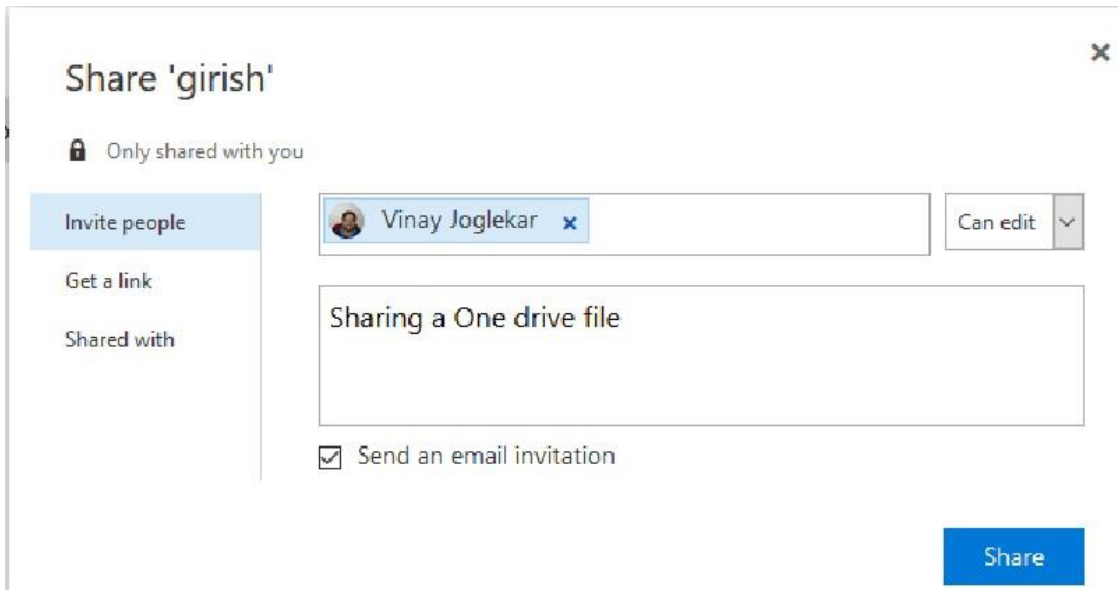
NOTE :- If the One drive Icon is not available on you system tray you can open <http://timesgrouponline-my.sharepoint.com> from you browser and login with you timesgroup ID



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.



The screenshot shows a 'Share' window for a file named 'girish'. The window has a close button (X) in the top right corner. Below the title, it says 'Only shared with you' with a lock icon. On the left, there is a sidebar with three options: 'Invite people' (highlighted in blue), 'Get a link', and 'Shared with'. In the main area, under 'Invite people', there is a text input field containing 'Vinay Joglekar' with a small 'x' icon to its right. To the right of this field is a dropdown menu currently set to 'Can edit'. Below this is a large text area with the placeholder text 'Sharing a One drive file'. At the bottom left, there is a checked checkbox labeled 'Send an email invitation'. At the bottom right, there is a blue 'Share' button.

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

THANK YOU