7 January 2022

Sending Large Files

Contents

Upload file to OneDrive

1. Go to https://terraindustrial.sharepoint.com/
2. At the top left – click on the square of dots

3. Click on **OneDrive**

Terra Industrial New Zealand Ltd   PO Box 16 168
16 Branston Street, Hornby   03 983 2333 Tel
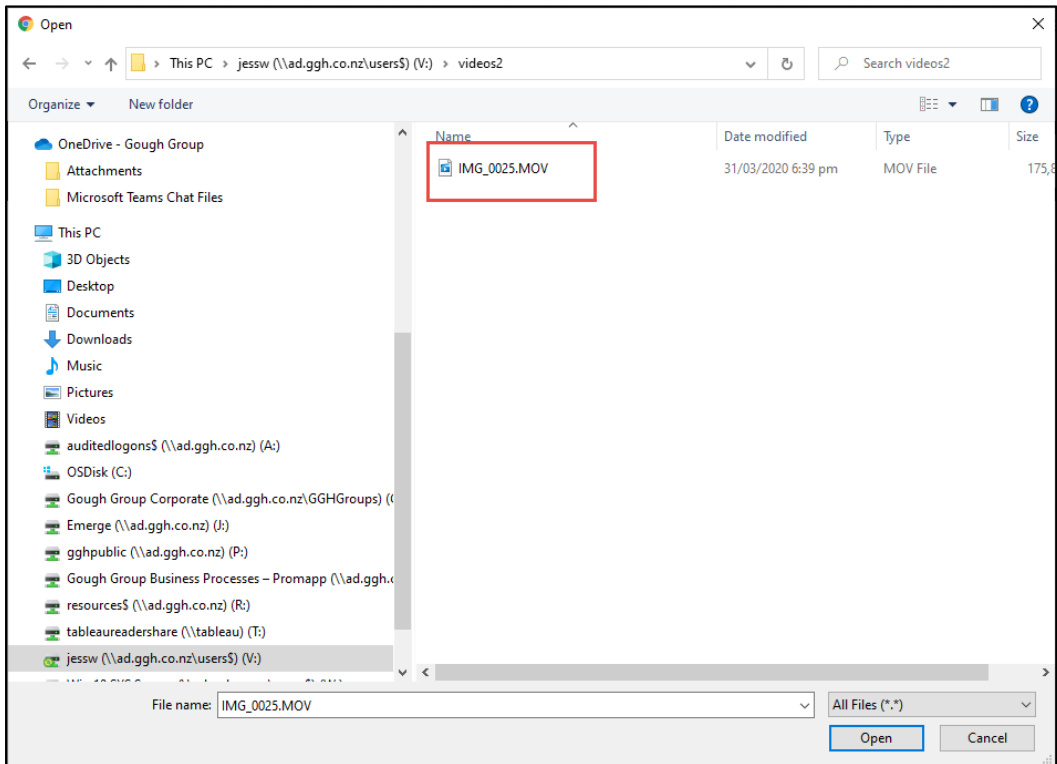Christchurch 8441, New Zealand   www.TerraCat.co.nz
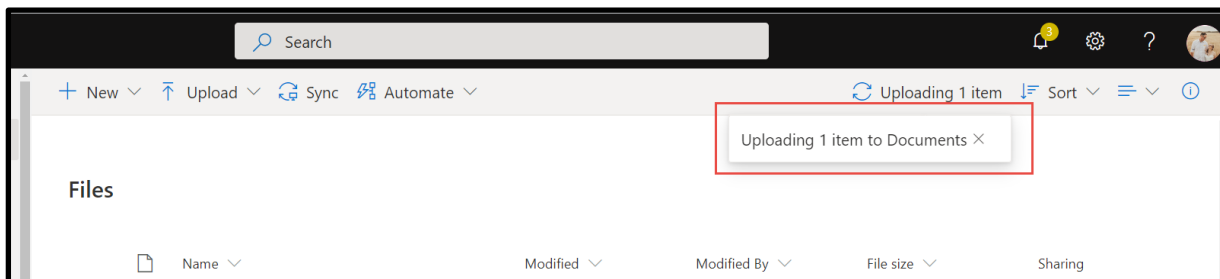
A Industrial Company
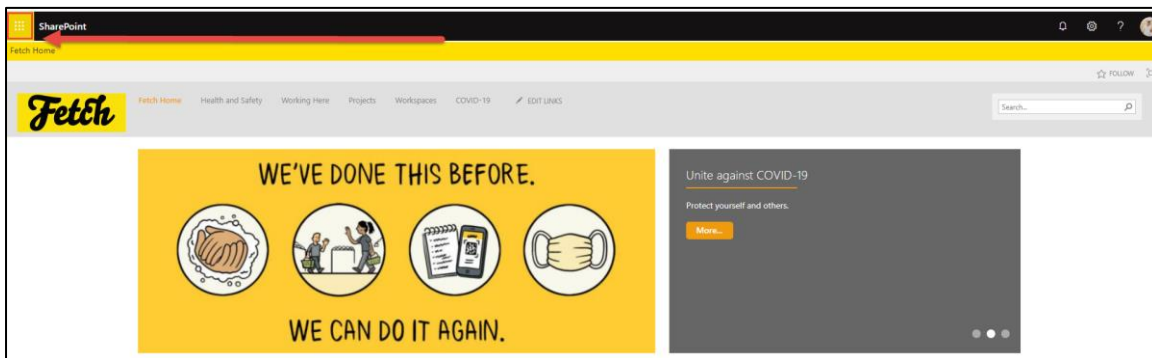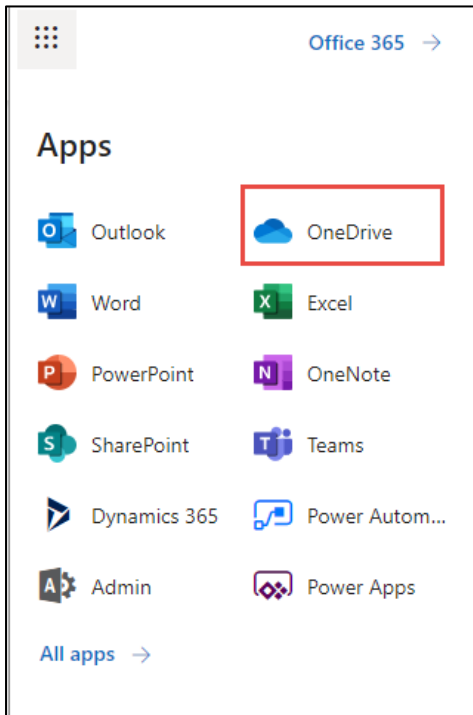
4. Click on **upload > files**
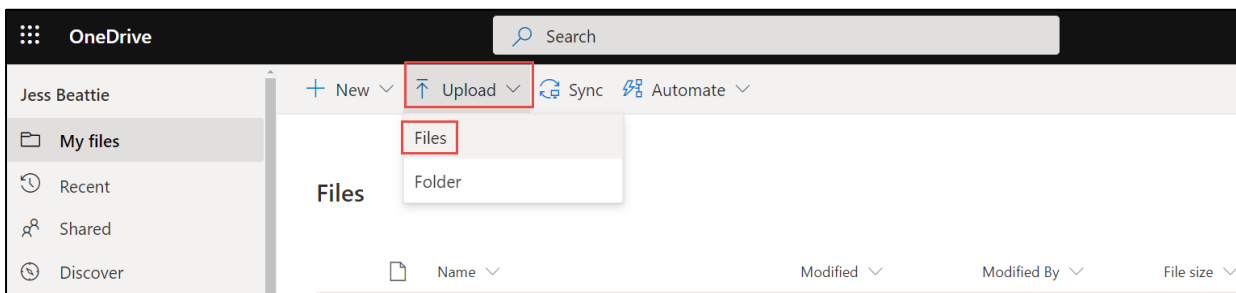
5. Find the location of the file/video you want to upload
6. Double click on the file/video
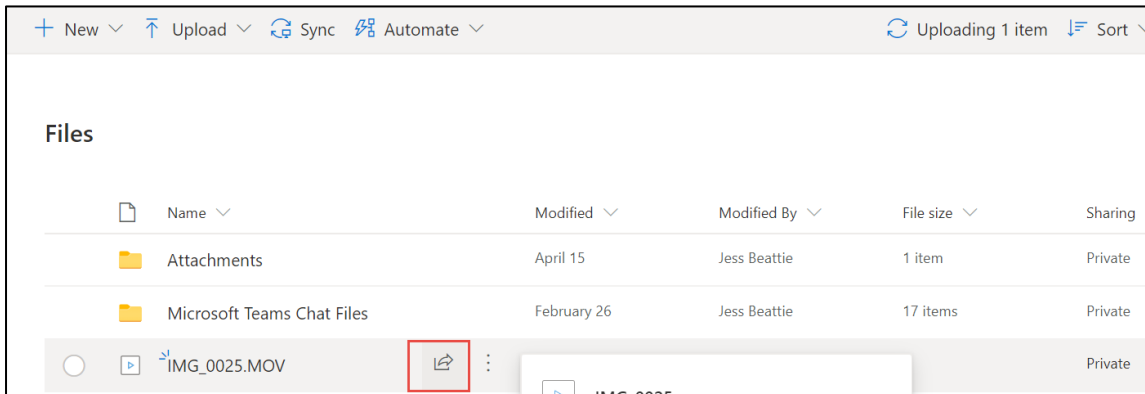
7. Upload will now start

Share file from OneDrive via email

1. Once the file/video has uploaded, click on the **share** button

Sending Internally:

- Want the recipient to be able to edit the file? Go straight to step 5
- Don't want the recipient to be able to edit? Go to step 2 then continue from step 5
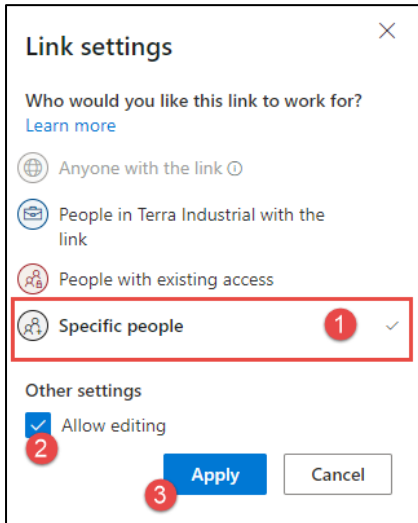
Sending Externally:

- Want the recipient to be able to edit the file? Go to steps 2, 3 and 4 then continue from step 6
- Don't want the recipient to be able to edit? Go to step 2 then continue from step 5
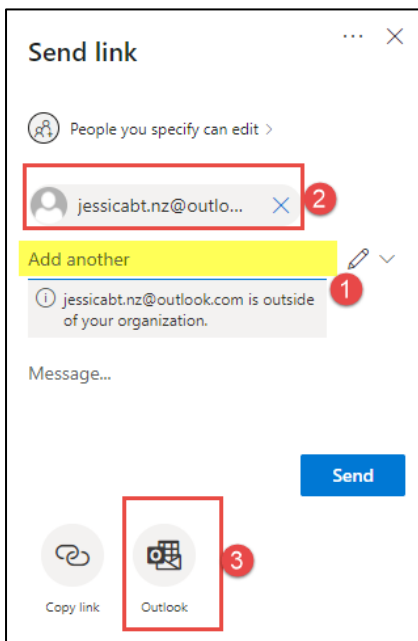
2. Click on **"People in Terra…"**
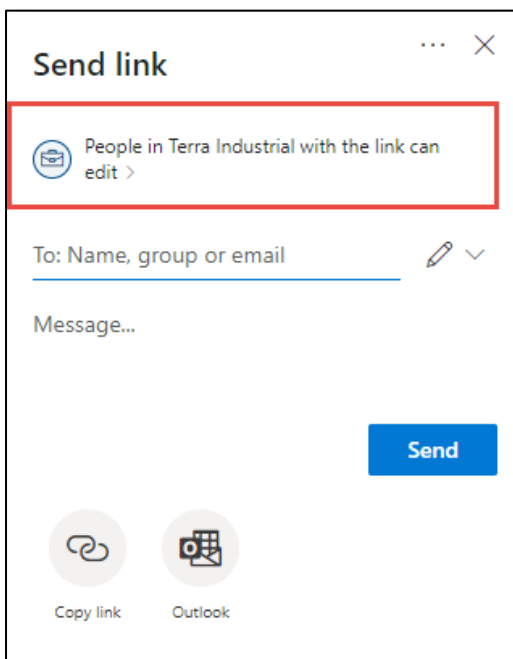
3. Select **"Specific People"** (Step 1 in below image)
4. Click **"Apply"** (Step 3 in below image)

5. Untick the **"Allow editing"** then click **"Apply"** (Step 2 then 3 in below image)

6. Now type in the recipient's email address and press enter, it should then show up like below (Step 2 in below image)
7. Click on the **"Outlook"** icon (Step 3 in below image)

The web version of Outlook will open in a new browser tab with a new email message that contains the shareable link from OneDrive. Type in your subject as you normally would then hit **send**