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**Sending Large Files**

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# Upload file to OneDrive

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

Graphical user interface, application

Description automatically generated

1. Click on **OneDrive**

Graphical user interface, application

Description automatically generated

1. Click on **upload > files**

Graphical user interface, text, application

Description automatically generated

1. Find the location of the file/video you want to upload
2. Double click on the file/video

Graphical user interface, application, Word

Description automatically generated

1. Upload will now start

Graphical user interface, application

Description automatically generated

# Share file from OneDrive via email

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

Graphical user interface, text, application, email

Description automatically generated

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

1. Click on **“People in Terra…”**

Graphical user interface, text, application

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1. Select **“Specific People” (Step 1 in below image)**
2. Click **“Apply” (Step 3 in below image)**
3. Untick the **“Allow editing”** then click **“Apply”** **(Step 2 then 3 in below image)**

Graphical user interface, text, application

Description automatically generated

1. Now type in the recipient’s email address and press enter, it should then show up like below **(Step 2 in below image)**
2. Click on the **“Outlook”** icon **(Step 3 in below image)**

Graphical user interface, text, application

Description automatically generated

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**