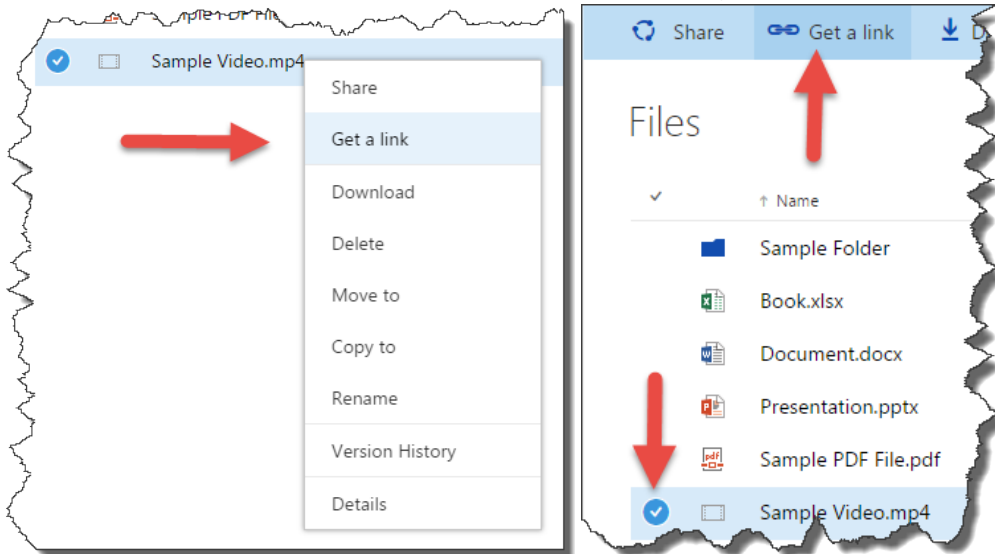


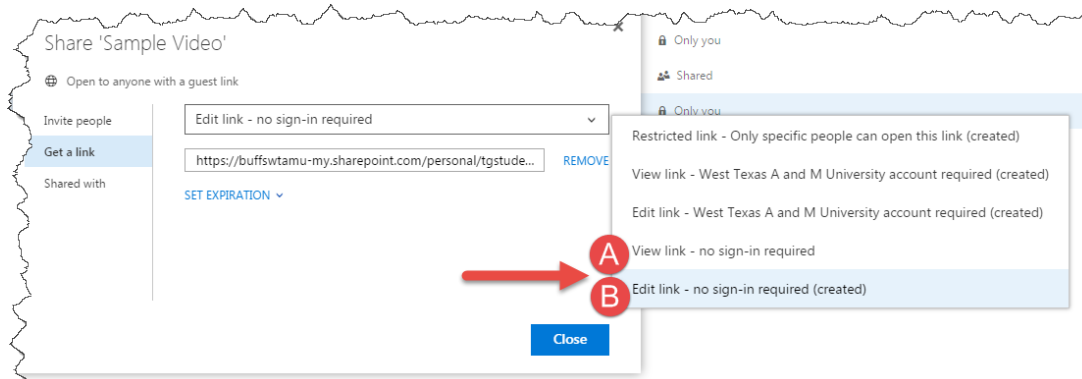
## SHARING A FILE IN ONEDRIVE

1. To share a file in OneDrive, **right click** on the file name and click on **Get a link**. (Alternatively, click to the left of the file name and click the **Get a link icon**.)



2. Select the type of link you want to create:

- A. **Edit link – no sign-in required.** Those who receive the link can **edit**, copy, and download the file.
- B. **View link – no sign-in required.** Those who receive the link can view, copy, and download the document. They **cannot** edit the file saved in OneDrive.



3. Copy the link and provide the link to those you wish to share the file (email, WTClass, etc.).

