

How to Share Large Files with External Recipients over OneDrive

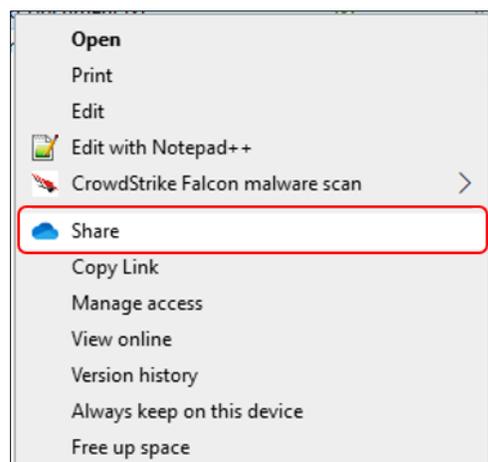
Overview

The steps below outline the process to share large files with external recipients using OneDrive.

Procedure

Step 1: Go into your File Explorer and browse to the file you would like to share (Note: The file must already be saved within the OneDrive file structure).

Step 2: Right click the file and choose **Share**. This icon should have a cloud next to it.



Step 3: In the Share dialog box:

- Select the dropdown arrow by the view icon and select the recipient's review privileges.
- Enter in the name, group, or email of all intended recipients.
- Select **Copy Link** and paste the provided link into your email to the external recipient to share the file.

