

## 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:

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

Share "Templates"	×
Share "Templates"	\$\$\$ ····
은 Add a name, group, or email	@ ~
🖄 Add a message	Can edit Make any changes
	✓
People you specify can view.	
8	Copy link
Send Cc	
Subject Sharing Files	
Good morning, I am sharing a file with you, please retrieve it from this link <u> New Text Document.txt</u>	
Thank you, <b>Shaun Patrick</b>   Security Technician Cybercommand   OMES	
Oklahoma.gov   omes.ok.gov	
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