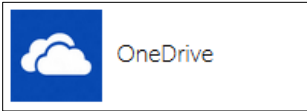


## How-to share a document using OneDrive out of a browser

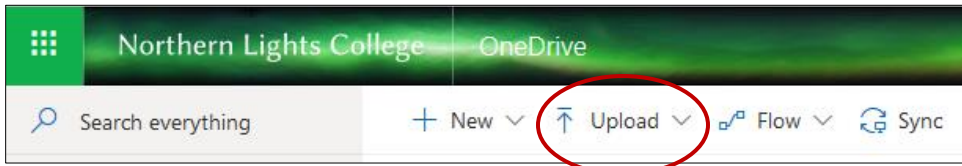
Here is a step by step process to upload and share the document to OneDrive.

a) Log into NLC MyApps in a browser: <http://myapps.nlc.bc.ca>

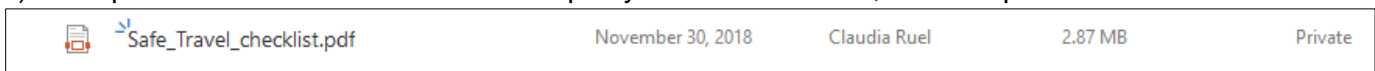
b) Click the OneDrive icon to go to your OneDrive



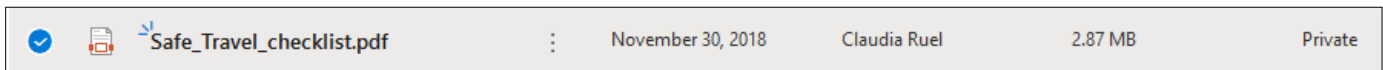
c) Click "Upload" in the upper left hand corner:



d) The uploaded document will then show up in your OneDrive files, for example:

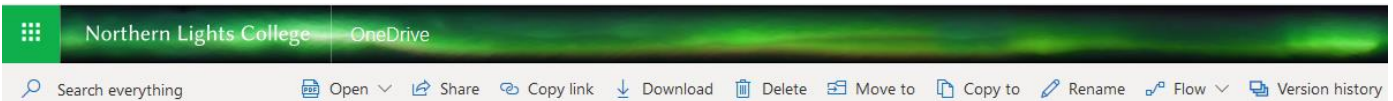


e) **Select the document** to highlight it (click on the row that displays the name, or click right in front of the document name. It will then look like this:



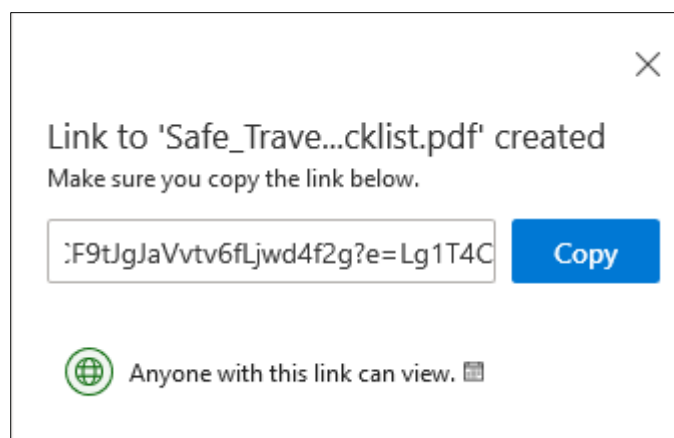
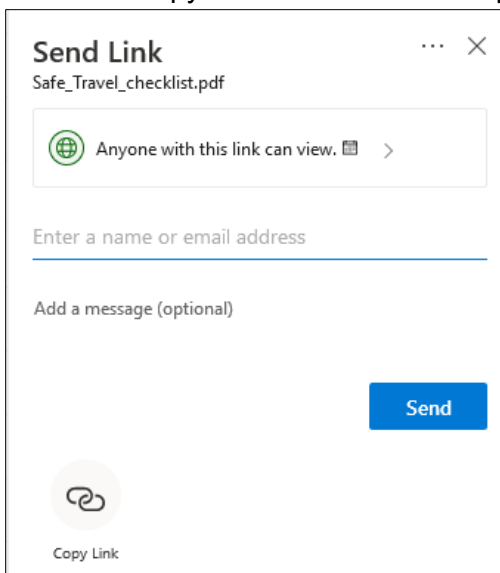
Once you **highlighted the file**, there are **options for sharing at the top of the page** (or by clicking the three vertical dots behind the file name.

It looks like this:

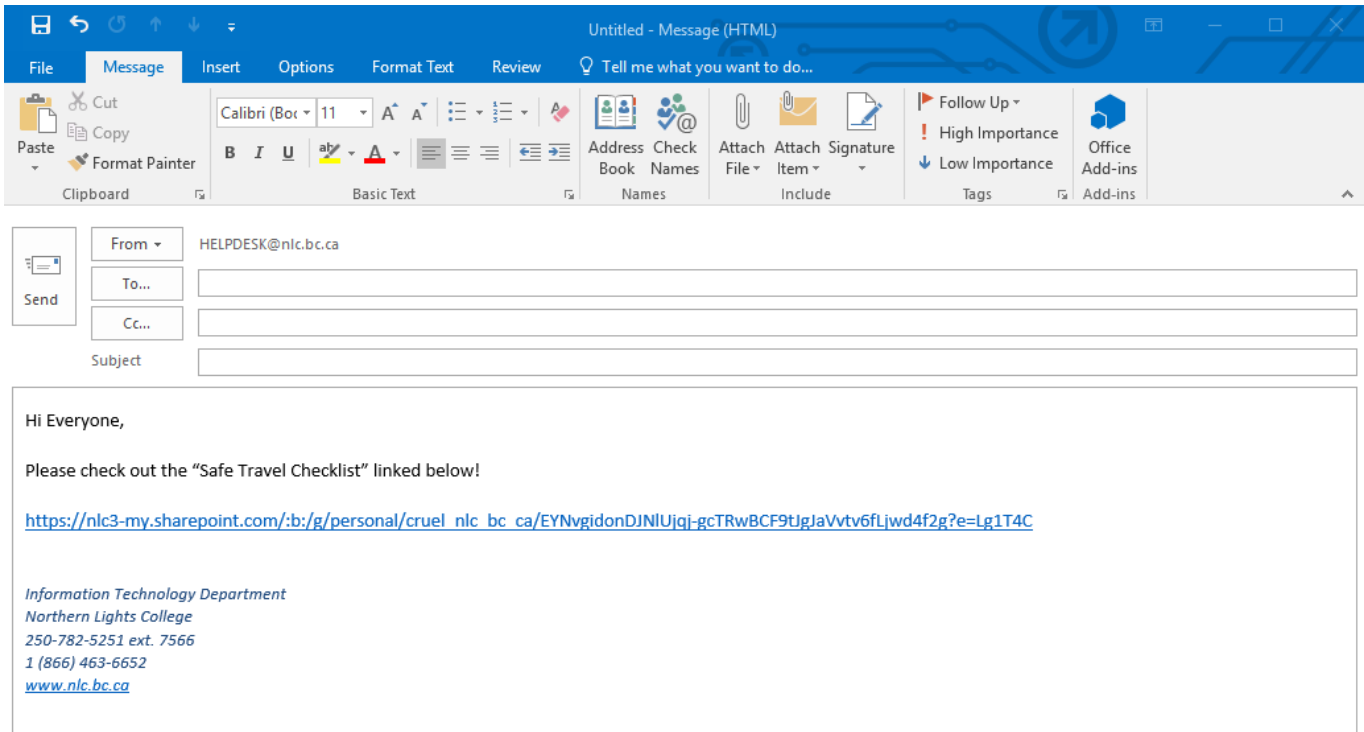


d) When you click "share", this window pops up, the default option is: **Anyone with the link can view**.

Note that there are **other options available** – to display, just click where it says: "Anyone with this link can view". Click the "Copy Link" icon and click copy again, to copy the address for the shared file.



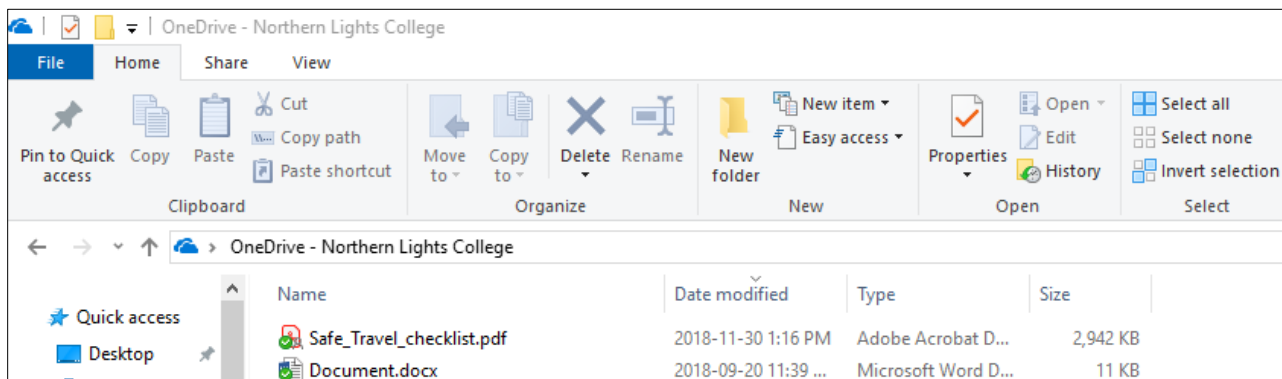
e) Open a new email message, paste the copied link from OneDrive, then add text and recipients as needed and send.



If you are using a public computer (Classroom or Library for example) for this process, please don't forget to close the browser or log off OneDrive and MyApps before you leave.

## Using the OneDrive App on your computer:

If you are using the OneDrive App on your computer, go to the file to share, it should look like this:



Select the file you want to share, **right click it and select "Share" from the menu** – now the process is the same as above: click "Copy Link" and paste the link into the email you are sharing.