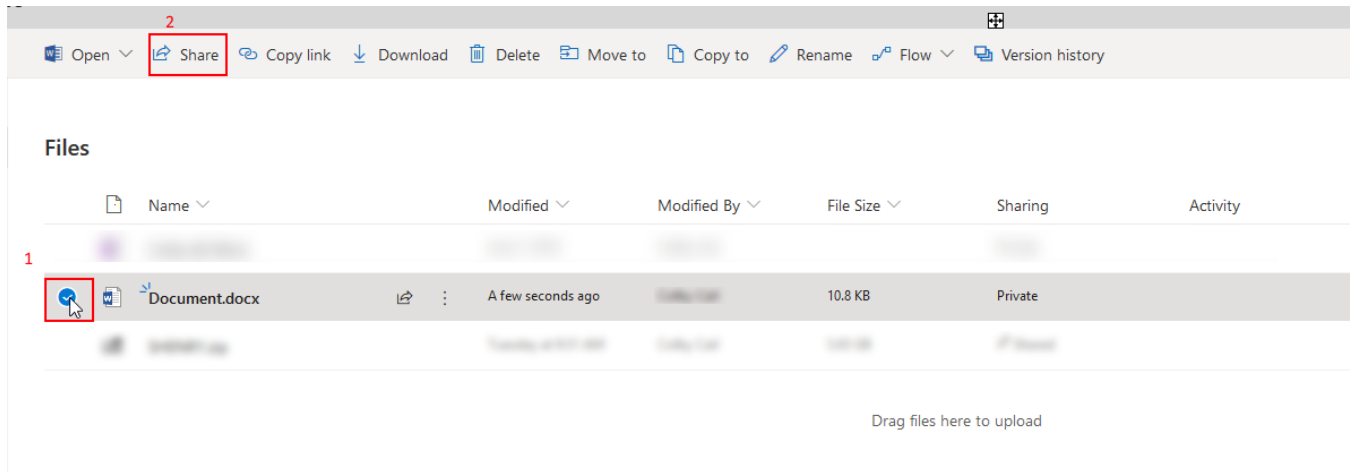


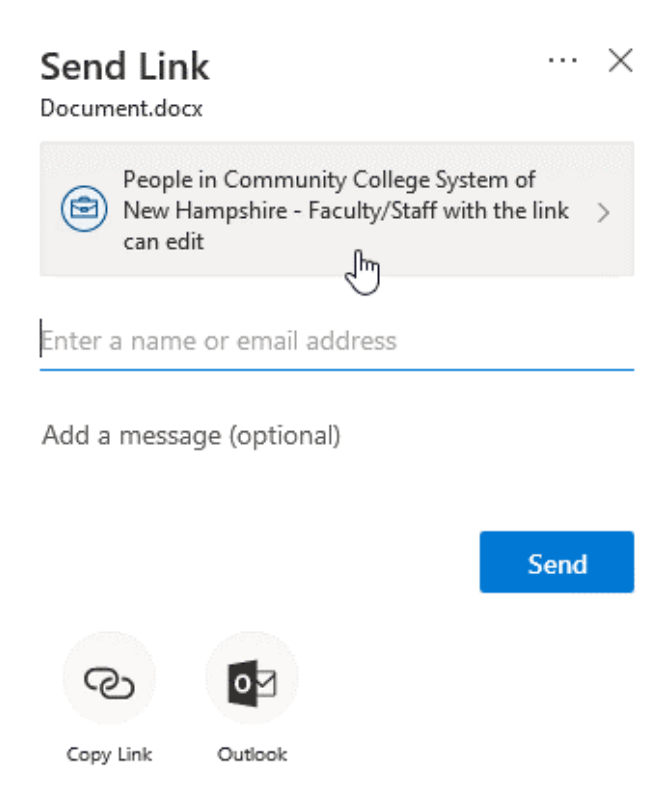
# How to Share Files (One Drive/Share Point)

## Step-by-step guide

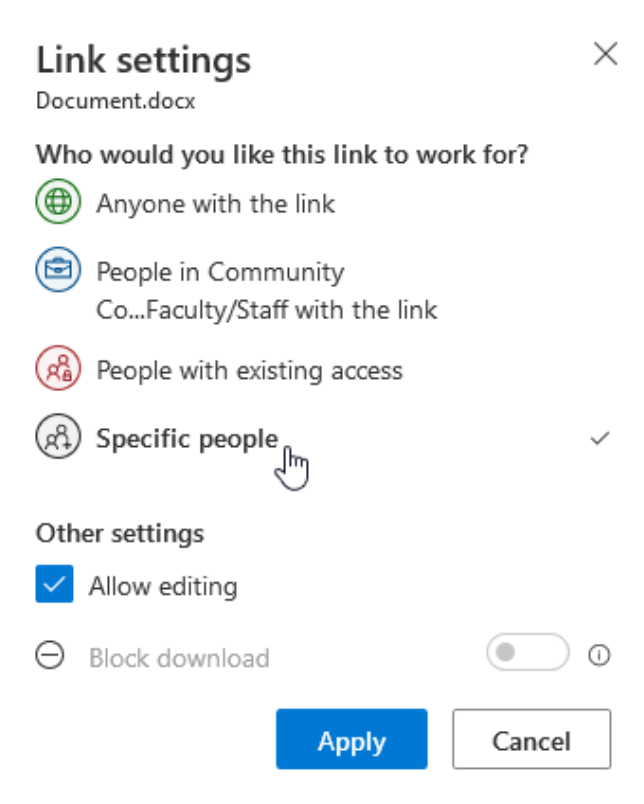
1. After you upload the files/videos you want to share. Select the files and click share.



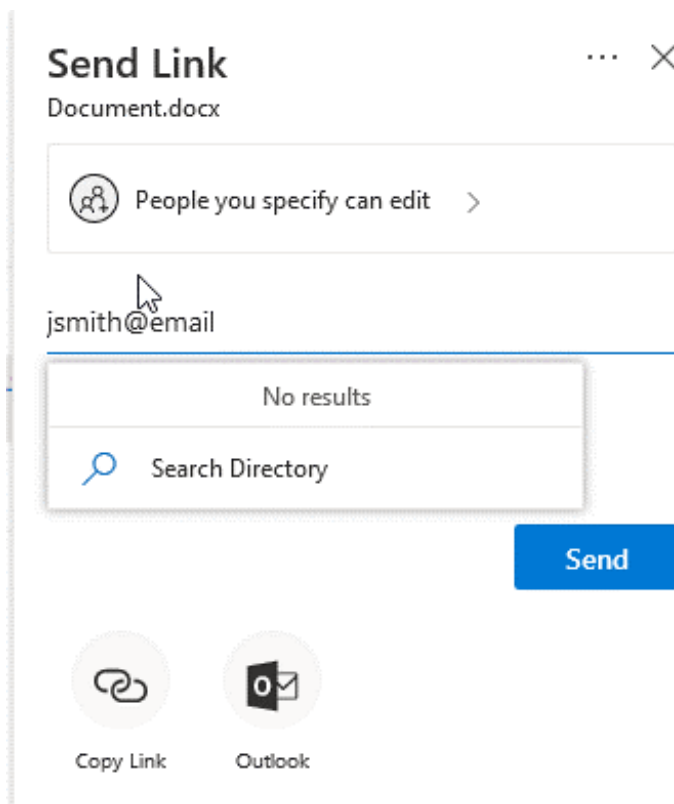
2. On Send Link, Click on the option down below that will take you to link setting.



3. Click on Link Setting and check specific people.



4. On address bar. Enter the email address of the person you want to share the link.



The screenshot shows the Outlook web interface in a browser. The address bar displays 'outlook.office.com/mail/inbox'. The browser's taskbar includes icons for 'Apps', 'Banner 9', 'Admin Easy Login R...', 'NHTI Directory', 'NHTI Schedule', and 'Spotify Web Player'. The Outlook header features the 'COMMUNITY COLLEGE system of New Hampshire' logo, the word 'Outlook', and a search bar. Below the header, there are navigation options: 'New message', 'Mark all as read', and 'Undo'. The left sidebar lists folders: 'Favorites', 'Inbox', 'Sent Items', 'Drafts', and 'ALL NHTI' (containing 1 item). The main area shows two email messages under the 'Focused' filter. The first message is from 'Cassandra Hoefs' with the subject 'NHTI's Business Training Cent...' and a timestamp of '9:20 AM'. The second message is from 'NHTI Academic Affairs' with the subject 'October Academic Affairs Pos...' and a timestamp of '9:19 AM'.

Folder	Count
Favorites	
Inbox	
Sent Items	
Drafts	
ALL NHTI	1

Sender	Subject	Time
Cassandra Hoefs	NHTI's Business Training Cent...	9:20 AM
NHTI Academic Affairs	October Academic Affairs Pos...	9:19 AM