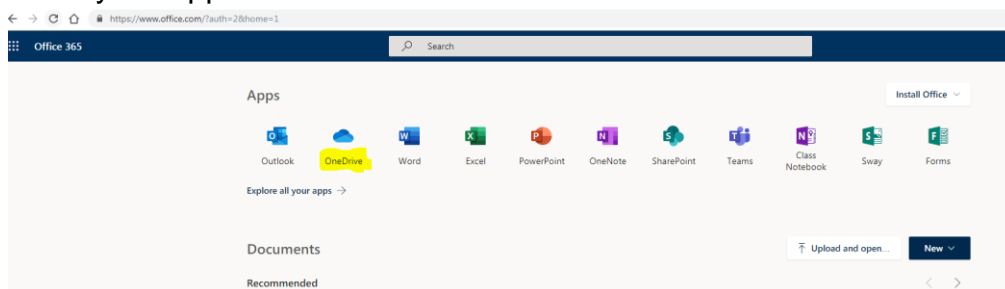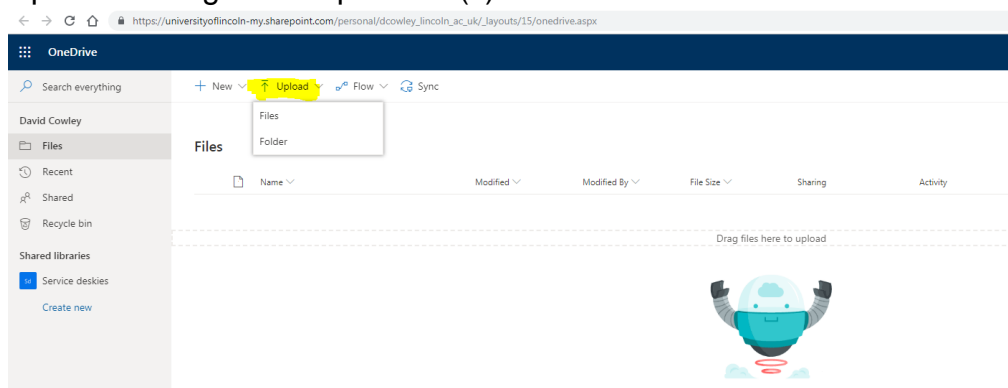# Office 365 - How to use OneDrive and Share a Document

(Exchange administrators only)

1. Login to 365.lincoln.ac.uk
2. Go to your Apps and run OneDrive:

3. Upload or drag and drop the file(s) or folder to share:

4. Select and tick the file or folder.
5. Right click or click on the Share menu option.
6. Share by email or copy the link for posting into an email: