

Stage 6: Sharing OneDrive Files in NHSmail

A Step-By-Step User Guide



Introduction

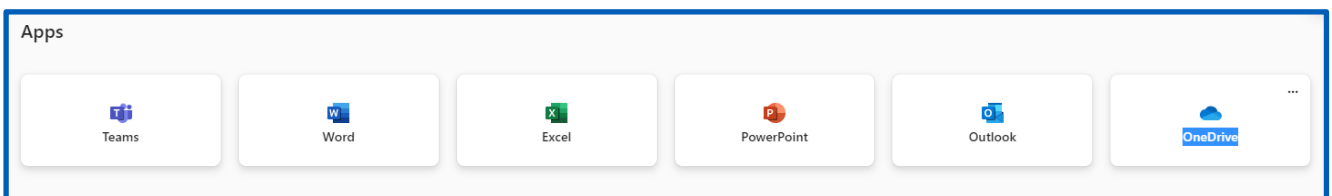
This guide provides you with the steps to guide you through sharing OneDrive files and/or folders with other users.

Step-By-Step Guide

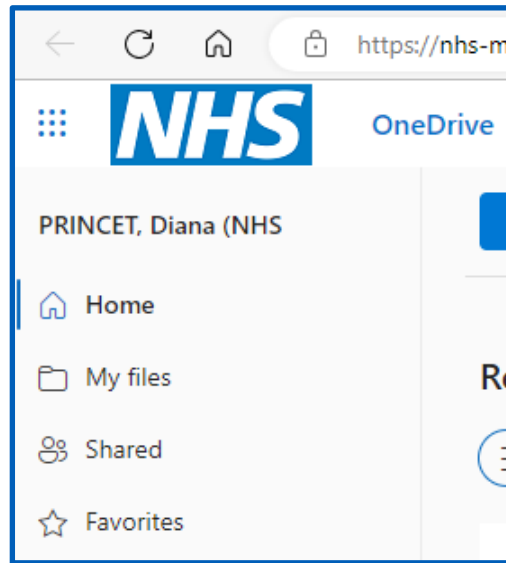
1. Navigate to portal.office.com in your web browser. If prompted, sign in with your @nhs.net credentials.
2. Select 'Apps' from the left-hand panel.



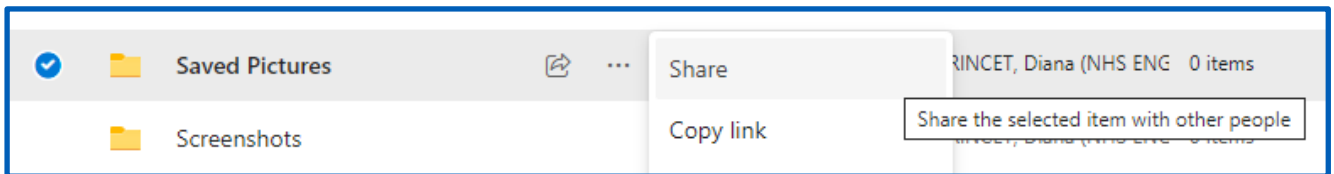
3. Click the OneDrive app.



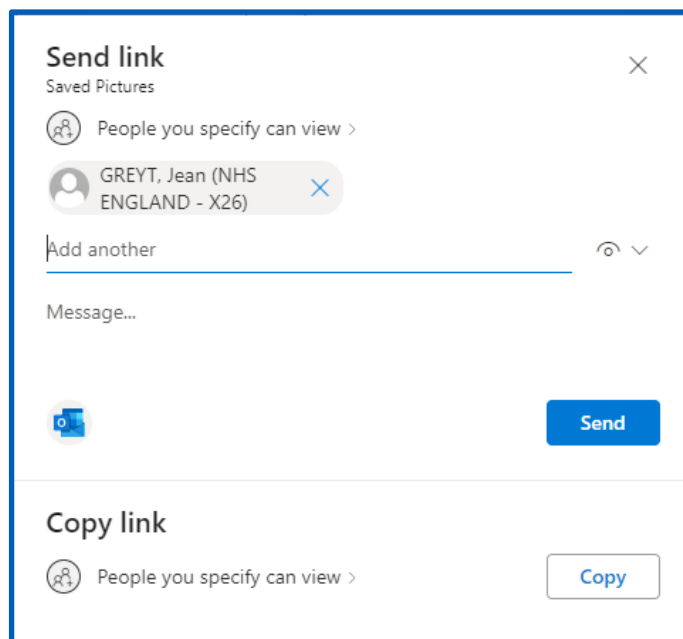
4. Click on 'My files' and locate the files and/or folders you wish to share.



5. Click the ellipsis (...) on the file or folder and click 'Share'.



6. Add the names of all colleagues you wish to share the file or folder with and click 'Send'.



7. You will need to repeat these steps for all the files and/or folders you wish to share.