

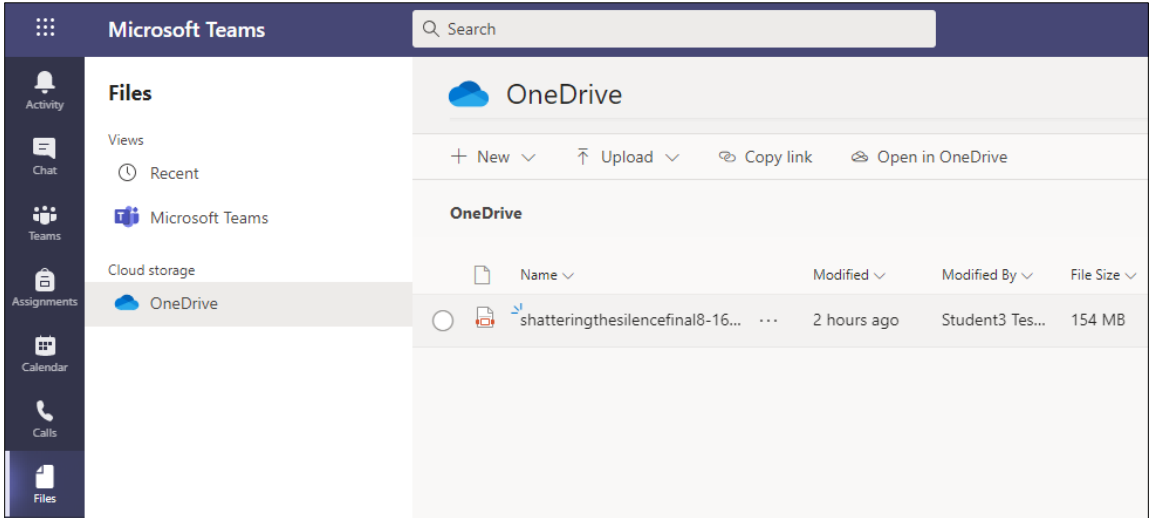
# Microsoft 365: Sharing Large Files

For Students

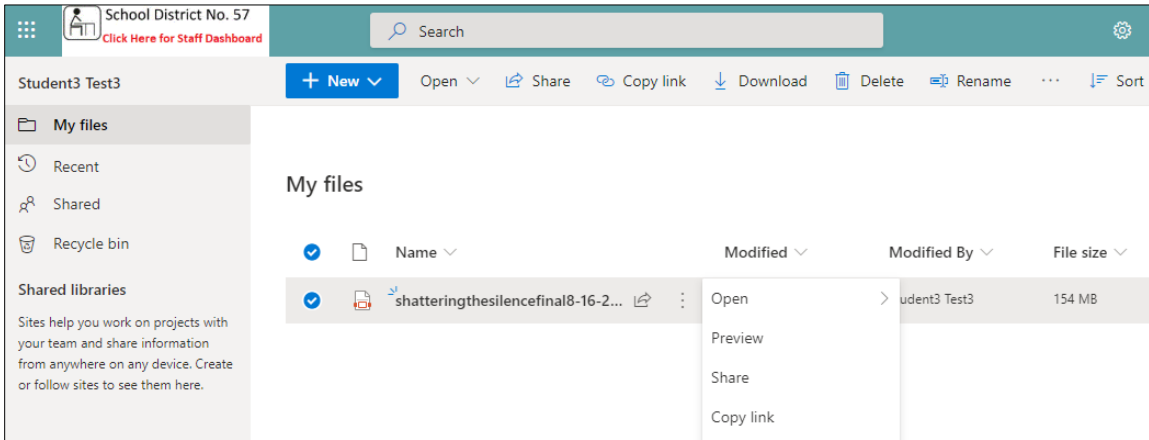
## Teams: Sharing a Large File

Note: Students have access to OneDrive through Teams. You can save and store files here to have access to them from any device.

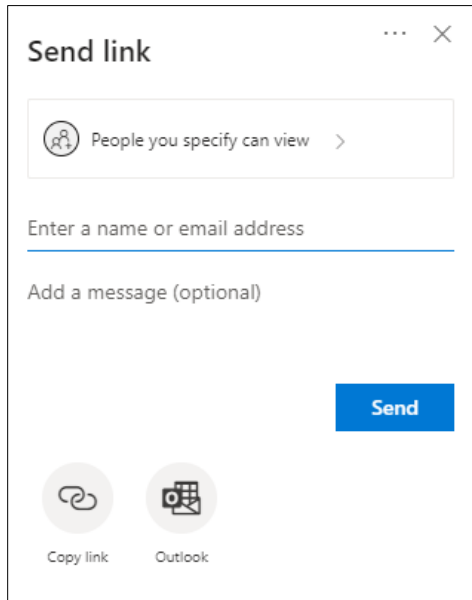
1. Sign in to Office 365 at [www.office.com](http://www.office.com)
2. Open **Teams**.
3. Open **Files** (left menu)
4. Click **OneDrive**, found under the heading Cloud storage.



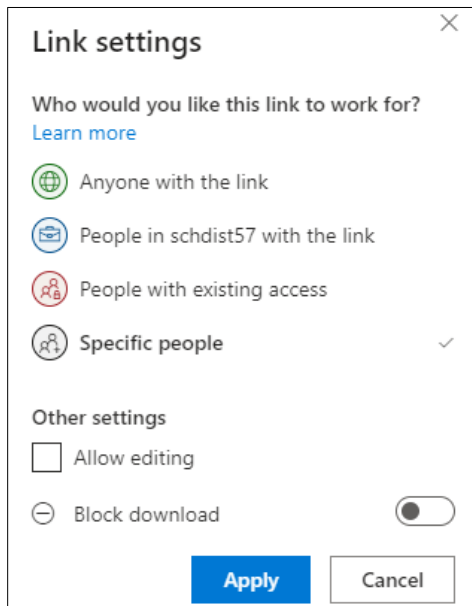
5. Click **Open in OneDrive**.
6. Click the three vertical dots on the file you want to share (located next to the file's title on the right)



7. Click **Share**. The Send link box will pop up:



8. If you want the person you are sharing with to be able to edit the file, click on the **People you specify can view** > section to see the link settings, select the **Allow editing** box and click **Apply**.



9. Type in the email address of the person you want to share the file with.

10. Click **Send**.

For more support, go to: <https://www.sd57curriculumhub.com/office-365>