Sharing large files with external users

1. Login to Microsoft 365 (https://portal.office.com/)

2. Locate and click on the "Onedrive" app icon
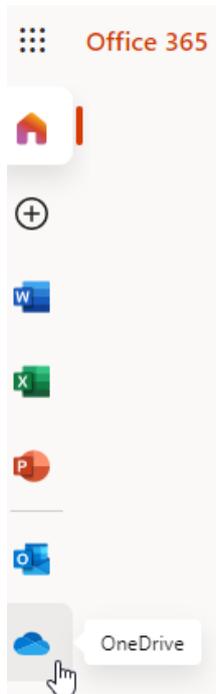
3. Use the "Upload" button to select a file and upload the large document
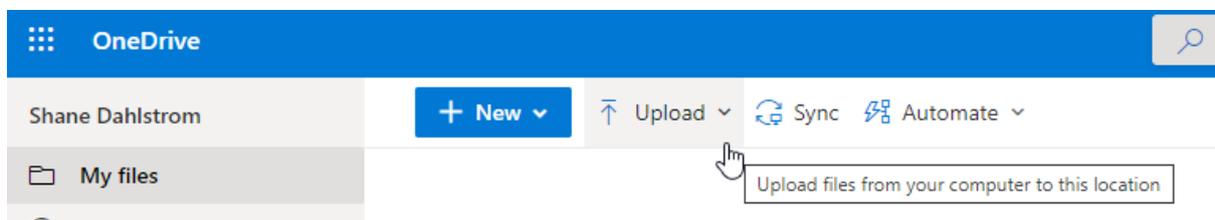
4. Once uploaded, you should receive the following notification:
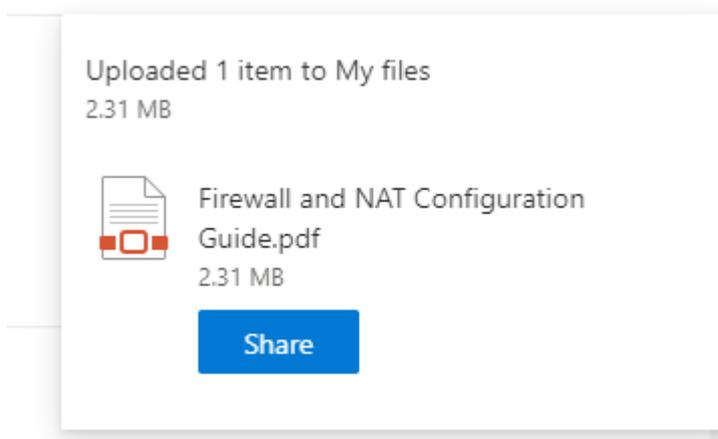
   Click "Share" to open a "send link" window where you can add one or more email addresses to share the file, I suggest typing a brief message also
   (typing a message can help receivers identify your message as safe)

NOTE: If you don't see the popup/notification – locate the file in the folder you just uploaded it to, click on the 3 vertical dots icon, and select "share"

5. Use the drop down menu near the "pen" icon to select if people receiving this file can edit, or just "view" the file.
My suggestion is select "Can View" for external users of our organization unless there are sufficient reasoning behind allowing editing of KAMS property.
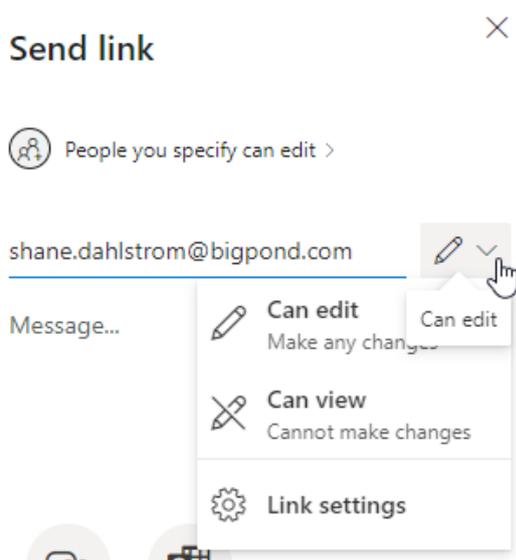
6. Your contacts should receive an email similar to this: