- 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

::: OneDrive				٩
Shane Dahlstrom	+ New ~	↑ Upload ~	G Sync	纾 Automate ~
🗅 My files		Line Contraction of the second	Upload file	s from your computer to this location
⊆				

4. Once uploaded, you should receive the following notification:

Uploade 2.31 MB	d 1 item to M	y files	
	Firewall and I Guide.pdf 2.31 MB		
	Share		

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"

My files

	Ľ	Name ~	Modified ~	Modified By \sim	File
0		Firewall and NAT Configuratio 🖄 🗄	Open	> nane Dahlstrom	2.31
		1 - NEW BUILD FLASH DRIVE FILES	Preview	nane Dahlstrom	2 iter
365		365	Share In	Dabletrom	11.24
			Copy link Share th	ne selected item with other pe	ople

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:

