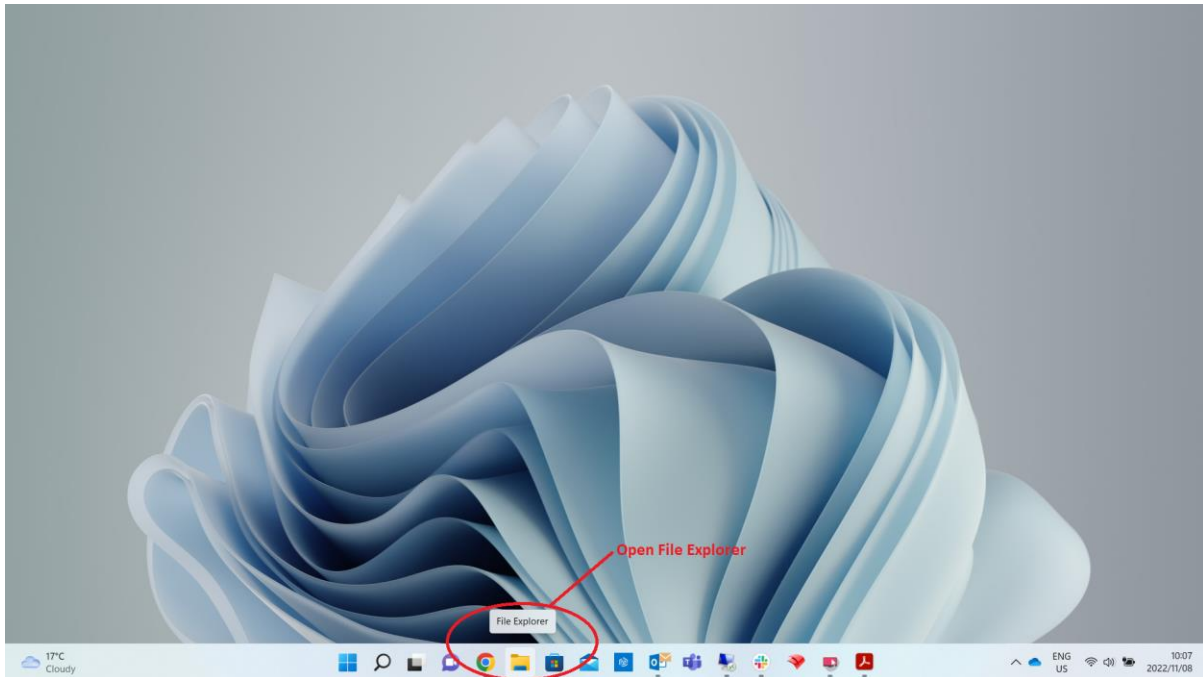
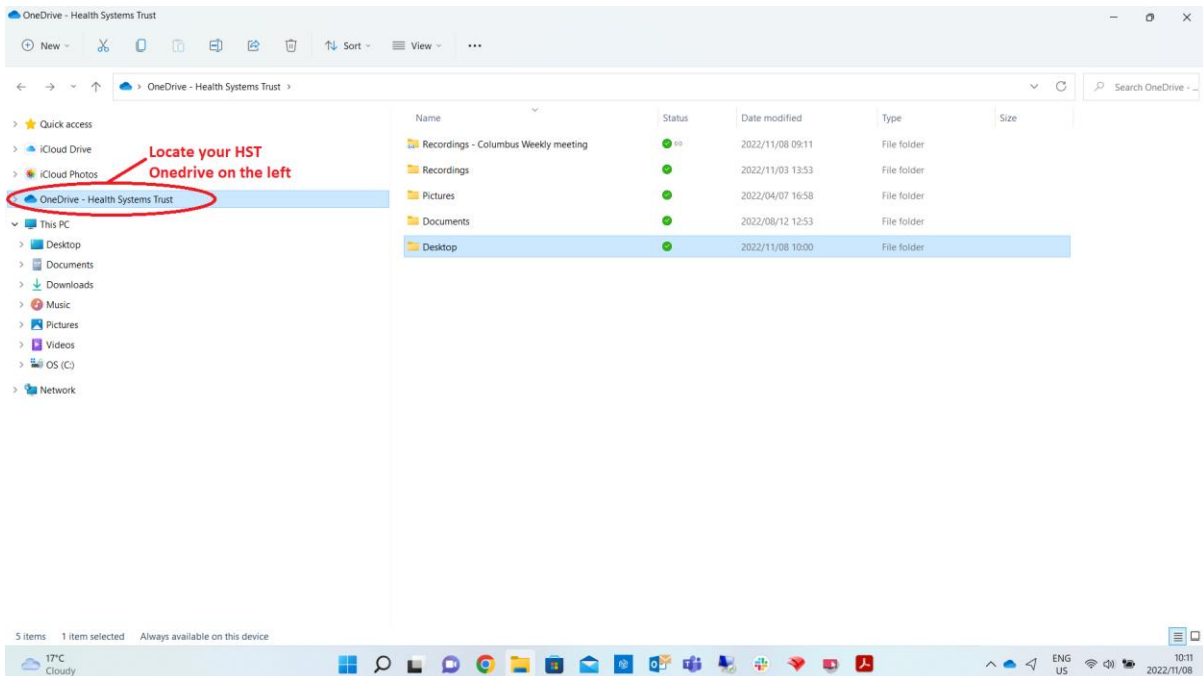


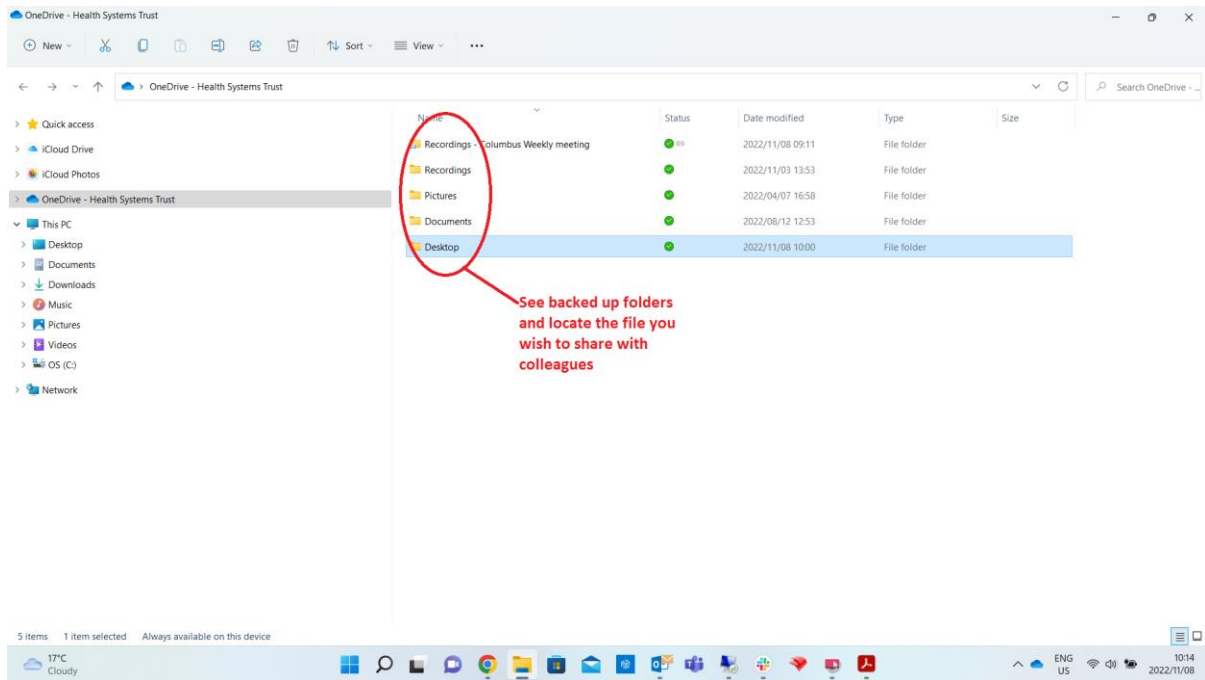
Sharing files using OneDrive



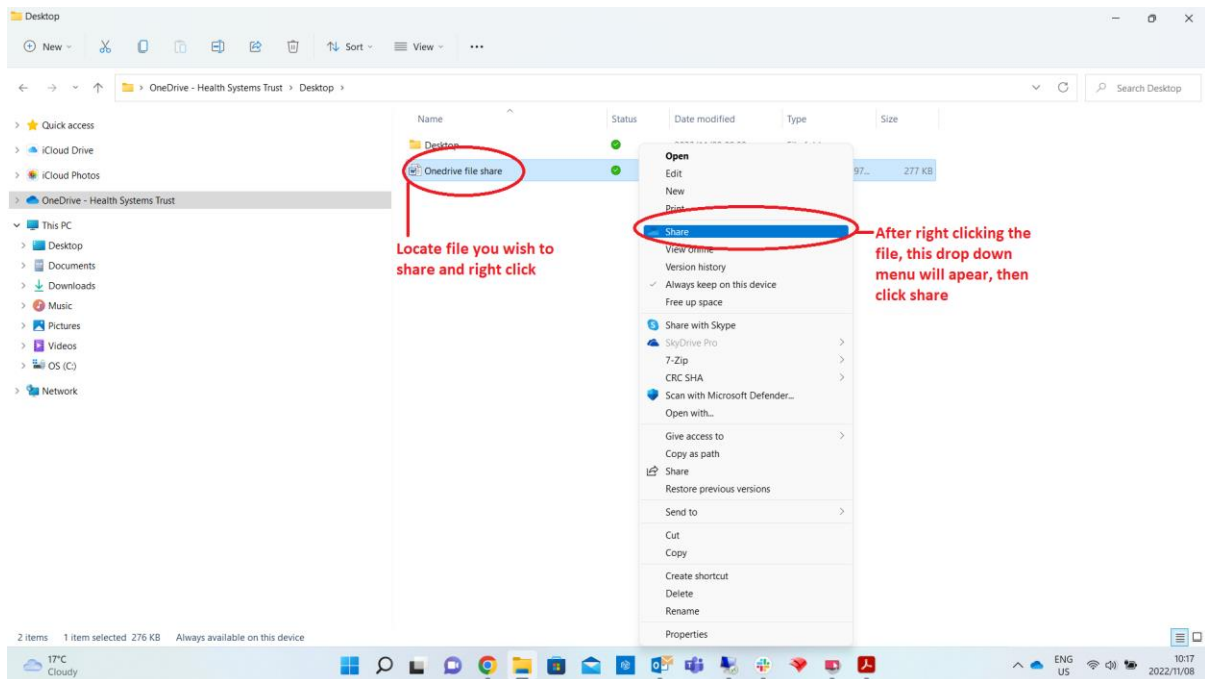
1. Open File Explorer.



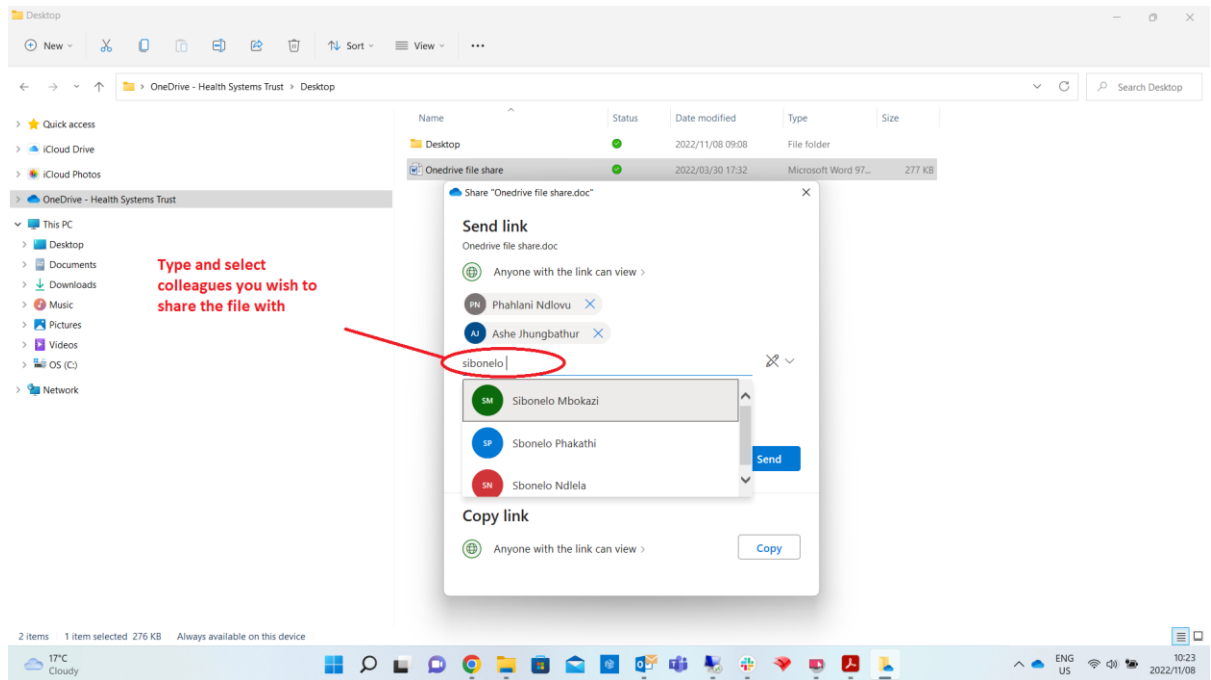
2. Locate your HST OneDrive folder on the left and click on it to open.



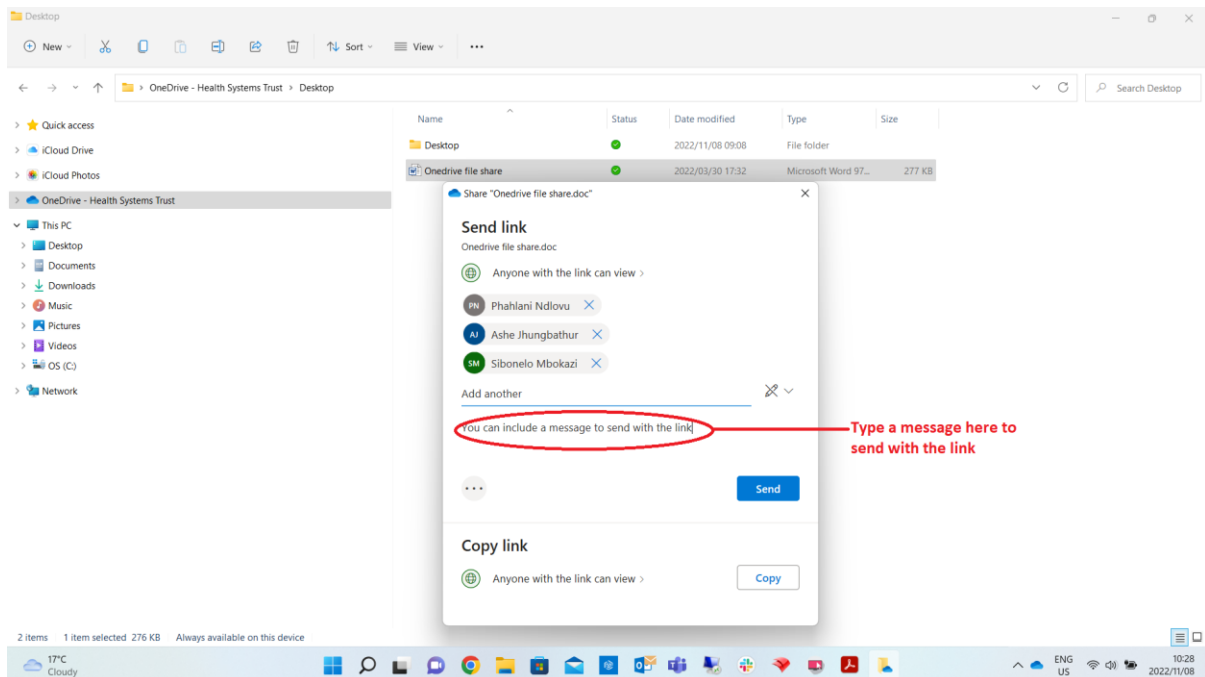
3. See your backed up folders and locate the file that you wish to share with colleagues.



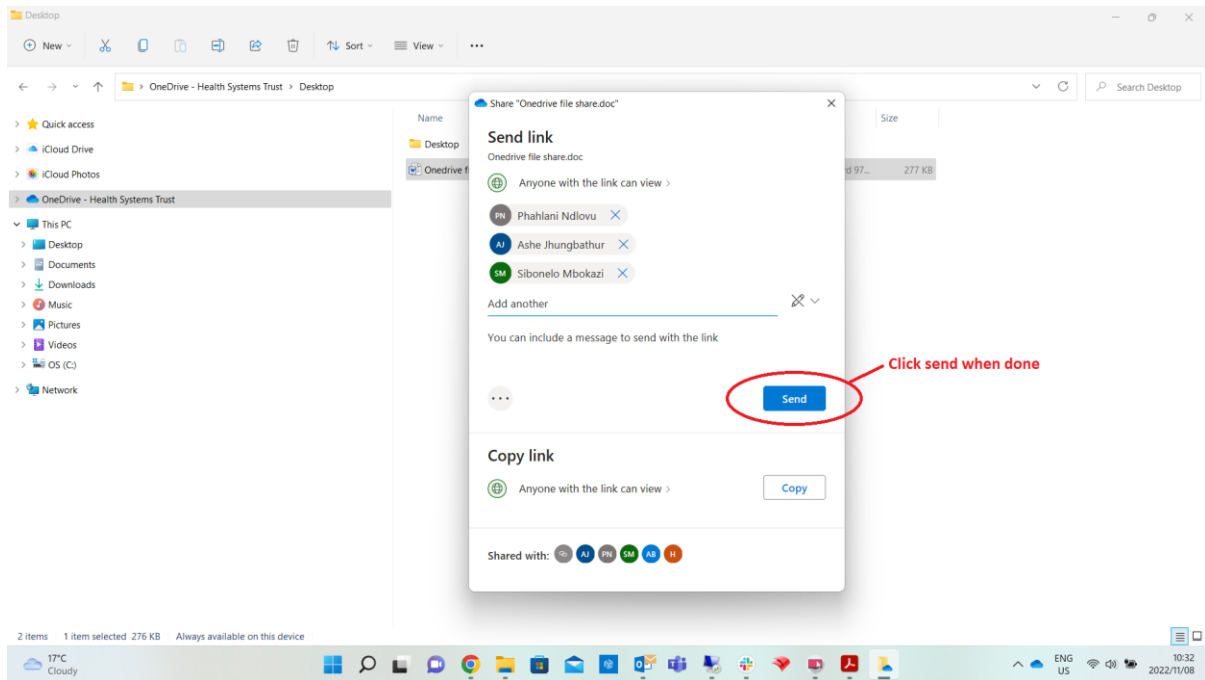
4. Right click, click share on the drop down menu option and OneDrive share box will appear.



5. Type and select colleagues that you wish to share the file with.



6. Type a message here to send with the link.



7. Click send when you are done.