

BEGINNER TECHNOLOGY GUIDE

MICROSOFT ONEDRIVE FILE SHARING

Store, synchronize, back up, access, and share files online

What is OneDrive? OneDrive is Microsoft's cloud storage service. It keeps files and photographs online so you can access them from an internet-connected computer, tablet, or smartphone and synchronize changes across devices.

Creator, History, and Age

Creator: Microsoft. **First release:** August 2007 as Windows Live Folders, later called SkyDrive. **Renamed:** OneDrive in 2014. In 2026, the service is approximately 19 years old and the OneDrive name is about 12 years old.

What Does File Sharing Mean?

File sharing means giving another person permission to open a file or folder stored in your OneDrive. Files are private until you share them. You can invite specific people or create a link, then decide whether recipients can only view or can also make changes.

Permission	What the Person Can Do	Best Use
Can view	Open and read; cannot change the original	Final copies or information
Can edit	Open, change, rename, or work with content	Trusted collaborators
Block download	View in the browser without saving a copy*	Sensitive view-only files

How to Share From OneDrive

- Sign in at OneDrive.com and select the file or folder you want to share.
- Select Share, choose who may use the link, and select Can view or Can edit.
- Enter the recipient's email address and select Send, or select Copy link and paste it into a message.
- To change or stop sharing, select the item, open Manage access, and remove a person or delete the sharing link.

Cost (September 2026)

Plan	Price	Storage	Designed For
Microsoft 365 Free	Free	5 GB	One person / light use
Microsoft 365 Basic	\$1.99/month or \$19.99/year	100 GB	One person
Microsoft 365 Personal	\$9.99/month or \$99.99/year	1 TB	One person + desktop apps
Microsoft 365 Family	\$12.99/month or \$129.99/year	Up to 6 TB**	Up to 6 people

Important:** Availability of Block download depends on the file, link, account, and administrator settings. *Family** provides up to 1 TB per person. Subscriptions renew automatically unless canceled; prices, taxes, and features may change.

Share Safely

Choose Specific people when possible. Give editing access only to trusted recipients, check email addresses before sending, avoid open links for private information, review Manage access regularly, and remove links or people who no longer need the file.

Get started: www.onedrive.com