

How to share Word using OneDrive

You absolutely can take advantage of OneDrive to share Word, Excel, PowerPoint. When we share, we can also grant recipients permission to see only, or they can edit the document.

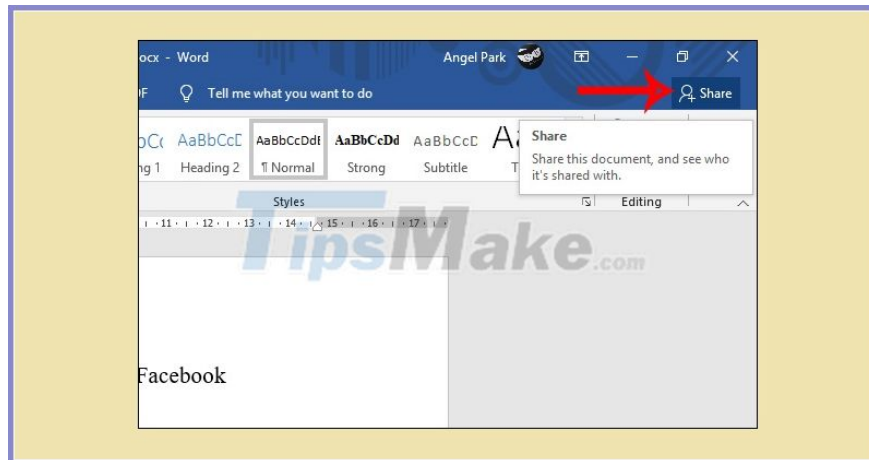
There are many ways to share Word documents such as via email, via Facebook . But if you share via OneDrive, you will perform the operation right at the interface of Word without having to access any other applications.

When users create a Microsoft account, by default they have a personal OneDrive account. And you absolutely can take advantage of OneDrive to share Word, Excel, PowerPoint. When we share, we can also grant recipients permission to see only, or they can edit the document as usual and download it if desired. The following article will guide you how to share Word files on OneDrive.

How to share Word files on OneDrive

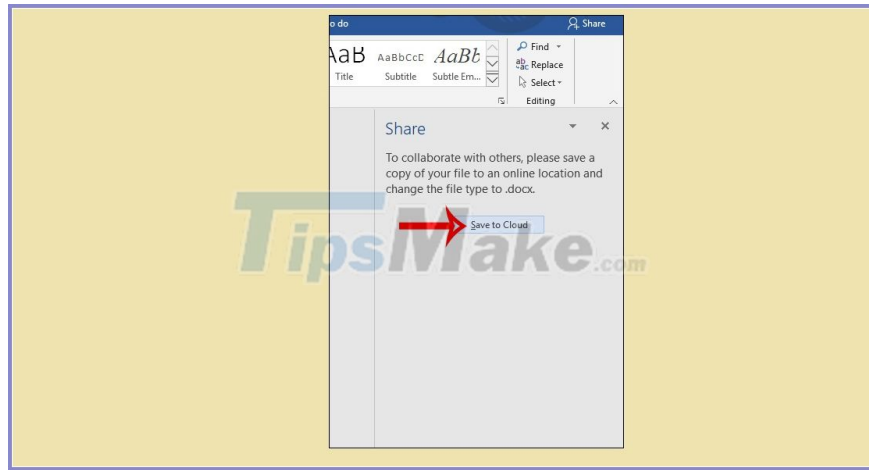
Step 1:

In the interface of Word, open the document you want to share and click **the Share button** as shown below.

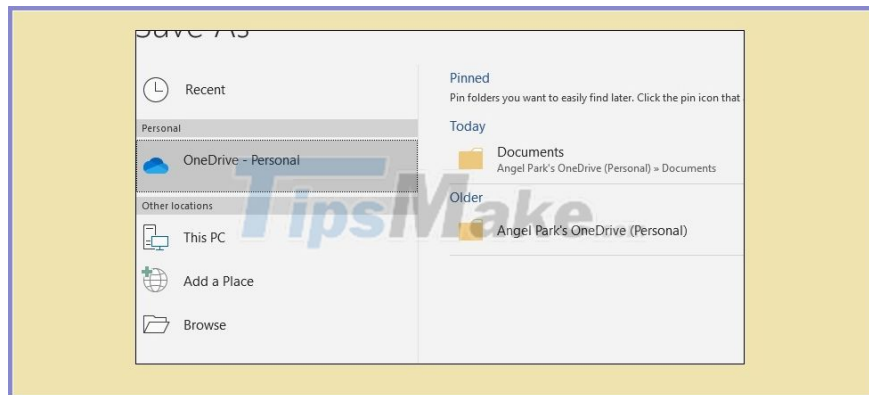


Step 2:

You will then be asked to save a copy of the Word document you want to share on OneDrive. Click **Save to Cloud** .



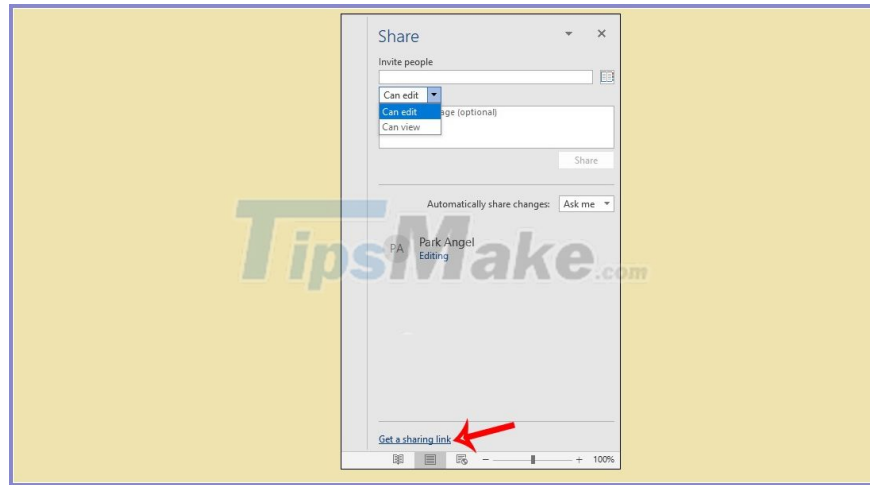
We will be taken to the interface to choose to save a copy of the document file. Click on your **personal OneDrive account** and then choose where to save the document file.



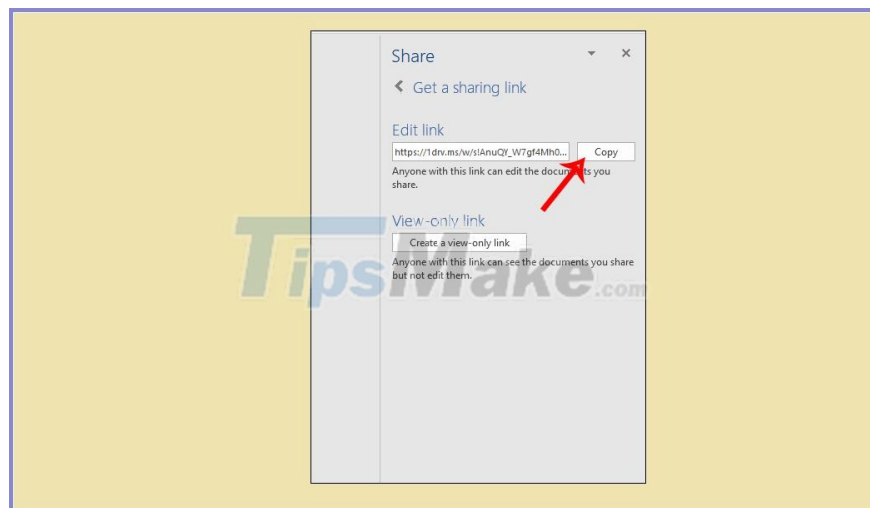
Step 3:

After saving, go back to the sharing interface, you will see items to **enter the email of the person who wants to share the document** . Below are the options they can edit or just view. Click **the Share button** to send the document.

In case you want to **get quick link to share** documents, click **Get a sharing link** below interface.



Switch to this interface, you also choose the method of getting the link, whether the link is only viewed or the link is allowed to be edited and then **click the Create button** to create the link. As a result, you will have a link to click Copy and send to others.



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