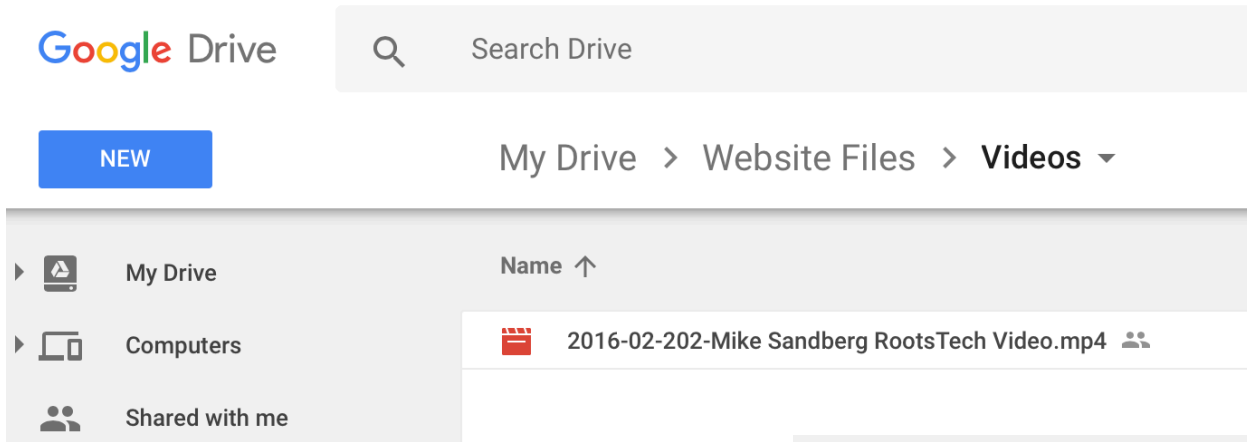
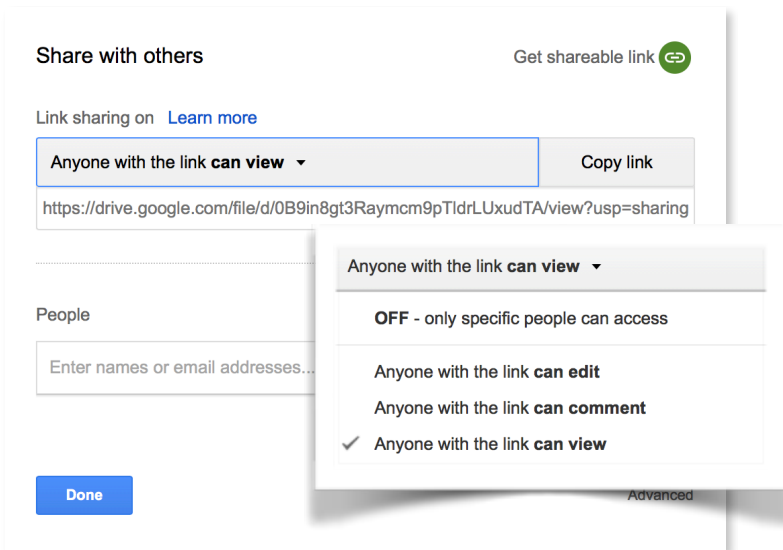
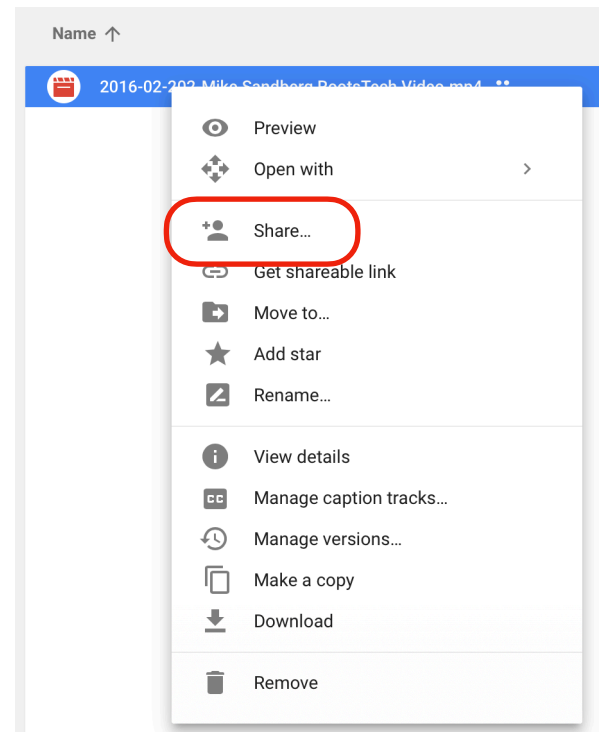


Sharing Cloud Files With Others

To share a file with others, simply log into your specific Cloud Drive (ie OneDrive, Google Drive, Dropbox, etc).



Right click on the file and a dialog box will open. Click on "Share". The following box pops up. Note the "Anyone with the link 'can view' notation. Clicking on the little down arrow will open up other options. Most of the time you will not want others editing, but only able to view the file. Click on the "Copy Link" button.



Open up your email client and paste the link into the email.

When they receive the email, they will click on the link and the file will open in a browser.

