

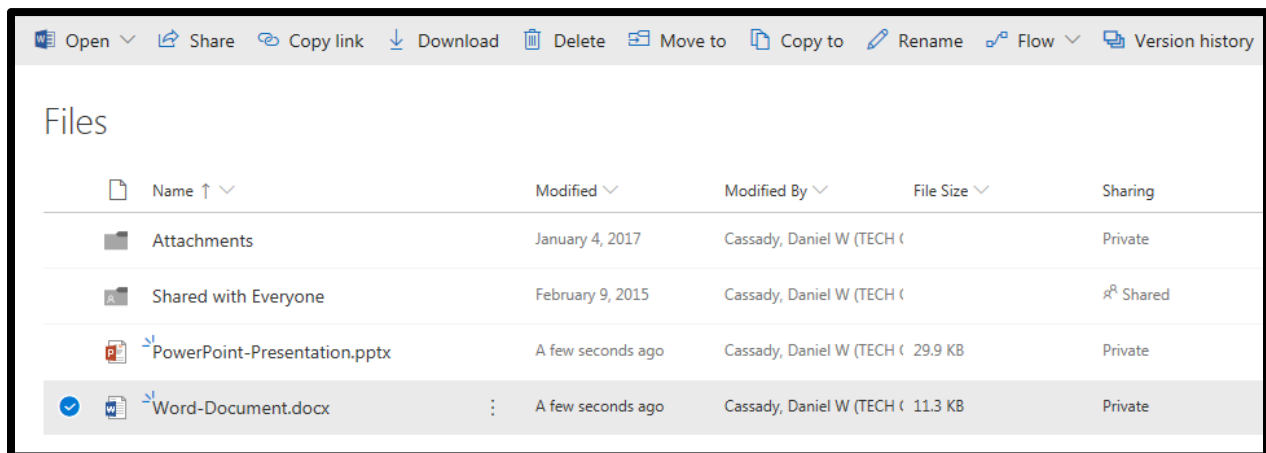
Office 365: OneDrive Overview

OneDrive is free online storage that comes with your **Office 365** account. You have a total of 1 TB of storage and can save Microsoft Office documents, PDF's and images (not exceeding 10 GB in size). It's like an extra hard drive that's available from any of the devices you use.

Sharing Documents & Files

You can use OneDrive to share photos, Microsoft Office documents, and other files.

Pick the file or folder you want to share by selecting the check box in the upper-right corner of the item. You can also pick multiple items to share them together.



Tap or click **Share** on the bar at the top of the page. Then choose your share options.

