

USER GUIDE

How to email

large files



IT | Cloud | Workplace Recovery

Unit 1
9 Wentworth Road
Ipswich, IP3 9SY

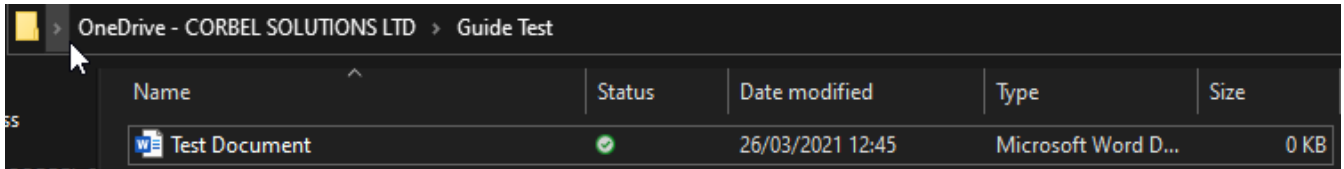
Tel: 01473 241515
Web: www.corbel.co.uk

20MB



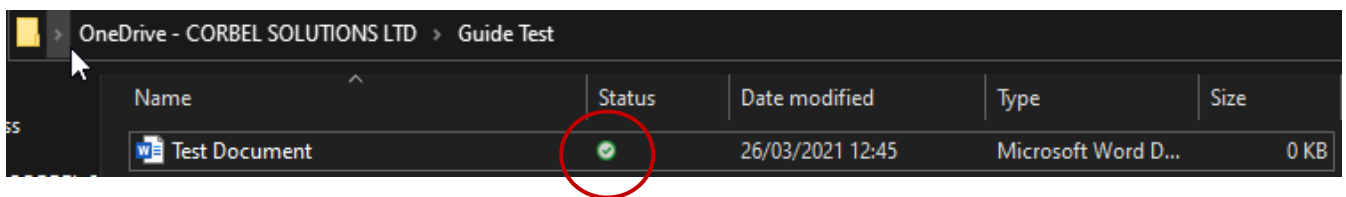
Step 1.

Place the file that you wish to email into your OneDrive folder.



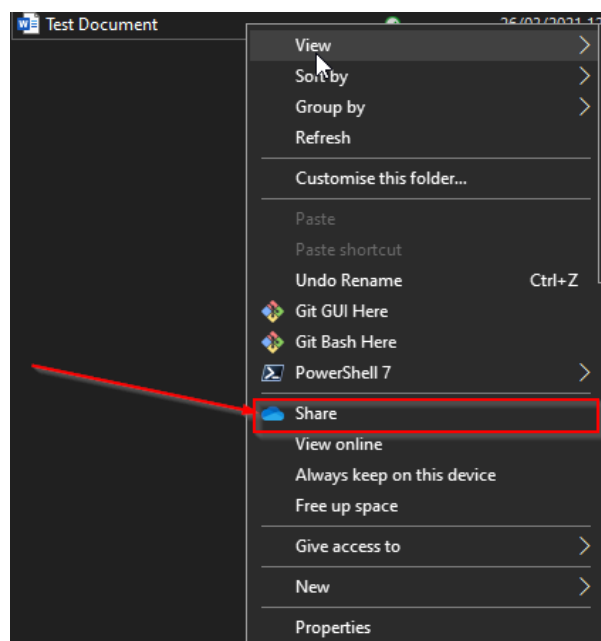
Step 2.

Once the green tick appears, right click on the file.



Step 3.

When the list appears, click "Share".

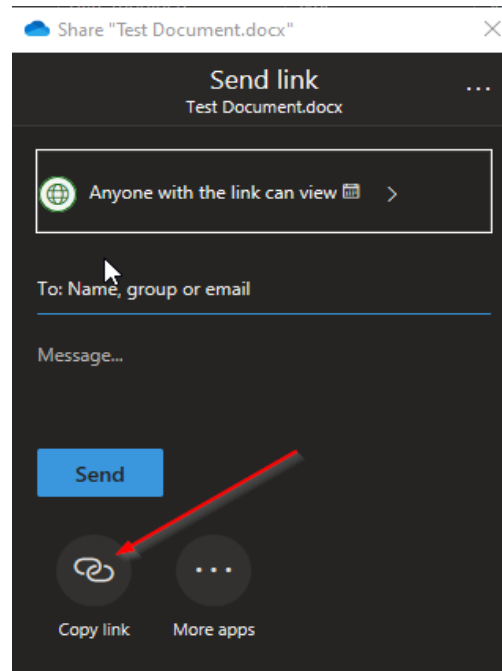


Step 4.

Press the “Copy Link” button.

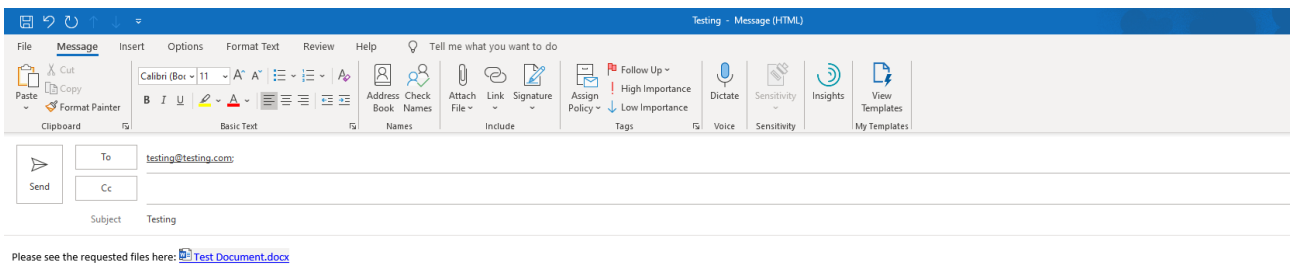
Please note:

This will allow anyone with the link to be able to down the file.



Step 5.

Next, open Outlook and create a new email. You can now paste the link into the email, this will change the long link into a file name or the folder name in blue text.



Step 6.

Once the email has been sent, the recipient can press on the link/file name and it will allow them to download the file and open the document. If you have password protected the file, we recommend either sending the password in a separate encrypted email or phone the recipient and advise them over the phone.