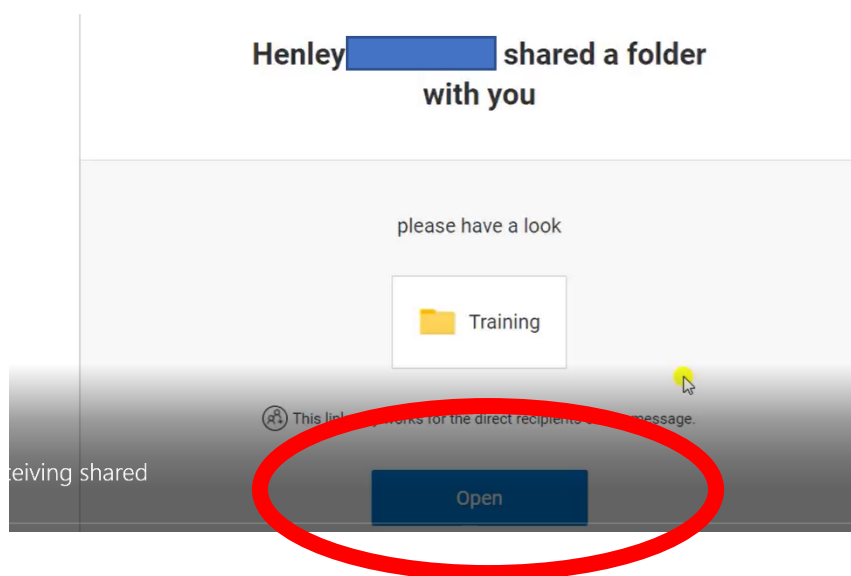


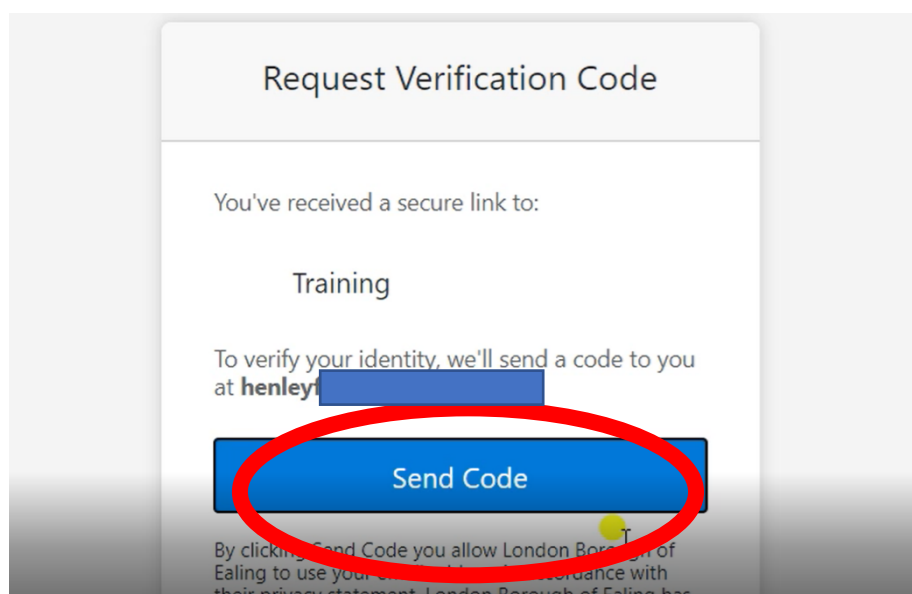
Receiving shared files on OneDrive

Note: This will work whether the recipient has OneDrive or not. If the external recipient uses outlook at their organisation then they can just sign in with their work account. However if the recipient uses another email provider e.g gmail. Then a passcode will be needed to enter.

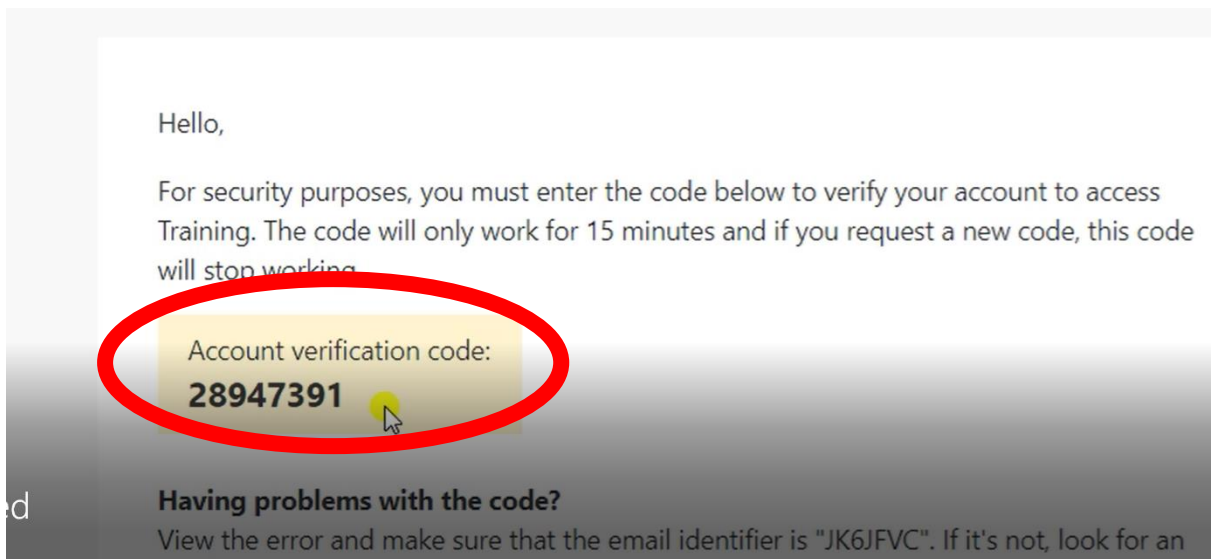
1. Once a folder/file has been shared with the recipient, the recipient will receive this email. They should click "open"



2. The recipient will then receive an email similar to below. They will need to request a code which will be emailed to them.



3. The code will be emailed to their account like below.



4. Copy and paste the code into the box and click verify. Once done you will be able to view what has been shared.

