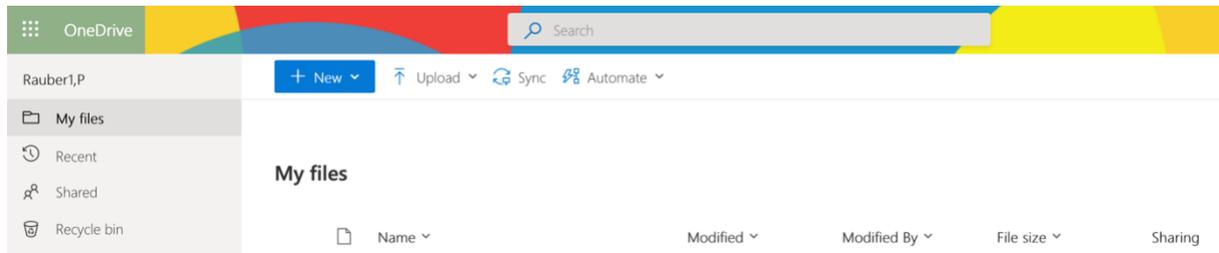


## How to save a file on your LSE OneDrive and share it

1. Go to: <https://onedrive.live.com/about/en-us/signin/>
2. Sign in with your LSE email address and password
3. You should now see your LSE OneDrive



4. Drag and drop your file into the drive
5. Once you see your file in the drive, right-click the file
6. Select *Share*
7. Click on “People you can specify can edit”
8. Choose “People in London School of Economics with the link”
9. Un-tick *Allow editing*
10. Click *Apply*
11. Click on *Copy link*
12. Copy the link
13. Paste it into the application form
14. Do a double check: send the link to a friend within LSE and ask them if they can open it – if they can see your poster or video, then we should be able to see it too.
15. Done.