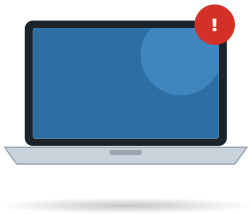
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Send Large Files the Easy Way

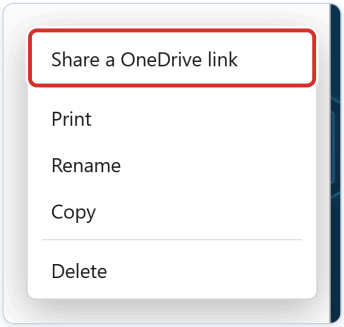
A OneDrive or iCloud link, not an attachment.



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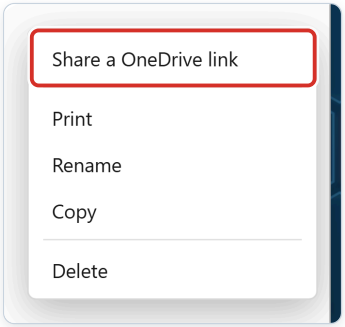
1 Windows 11: Right-Click the File

In File Explorer, right-click the file you want to send.



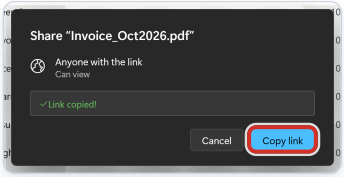
2 Windows 11: Share a OneDrive Link

Choose **Share a OneDrive link** from the menu.



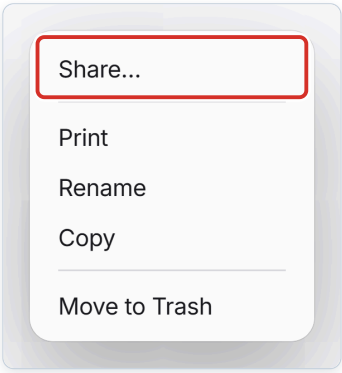
3 Windows 11: Copy the Link

Pick who it's for, then click **Copy link**.



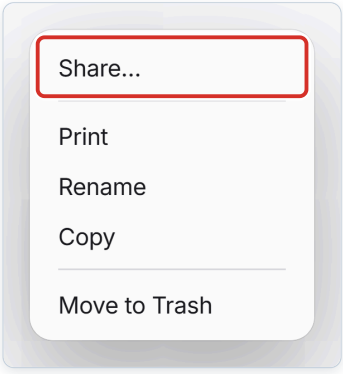
4 Mac: Right-Click the File

In Finder, right-click (or Control-click) the file.



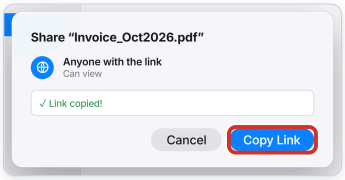
5 Mac: Choose Share

Select **Share...** from the menu.



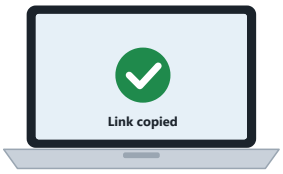
6 Mac: Copy the Link

Pick who it's for, then click **Copy Link**.



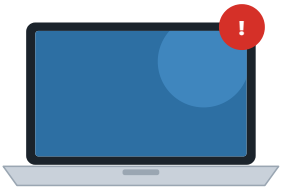
7 Paste It Instead of Attaching

Paste the link into your email or text message.



8 Moving the File Breaks the Link

The link points to the file in the cloud, not a separate copy.



Good to Know

- Most email providers cap attachments around 20 to 25 megabytes; a link has no such limit.
- "Anyone with the link" is easiest; "specific people" is more private.
- File still won't send? Call **239-513-1960** and we'll help.

Need Help?

Contact Naples Computers

239-513-1960

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