

STEPS ON **HOW TO:**
CONNECT TO ONEDRIVE
& SHARE PHOTOS



the FOREVER BRAND OF REAL ESTATE
BERKSHIRE HATHAWAY HOMESERVICES GEORGIA PROPERTIES

STEPS ON HOW TO CONNECT TO ONEDRIVE & SHARE PHOTOS

Here is a quick outline of the steps to follow in order to update your email signature:

Connecting to Your OneDrive Account

1. Login to Agent Intranet

- Log in to **Agent Intranet (HUB)**.
- Click on the **Email** tab at the top and choose **Webmail** from the dropdown.
- Follow prompts to log into your webmail account.

2. Access OneDrive

- Once logged in, click on the **9 Dots icon** (upper left corner).
- Under **Apps**, select **OneDrive**.

3. Create a Folder and Add Files

- In OneDrive, create a **New Folder** for your photos.
- Highlight the files you want from your computer, right-click, and choose **Copy**.
- Right-click in your OneDrive folder and select **Paste** to upload files.

Sharing Photos from OneDrive

1. Open Folder to Share

- In OneDrive, navigate to and open the folder you want to share.

2. Generate Shareable Link

- Click **Copy Link** at the top of the screen.
- In the popup, click on **People with existing access** and select **Specific People**.
- Enter the recipient's email address, then click **Apply**.

3. Share the Link

- Copy the link from the next window.
- Paste it into an email and send it to the recipient.