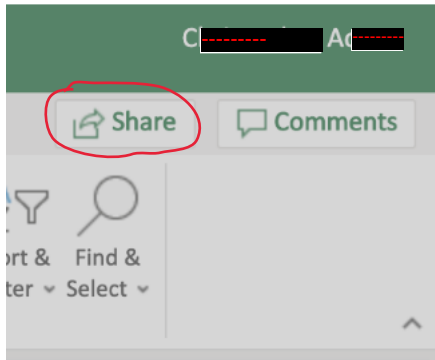
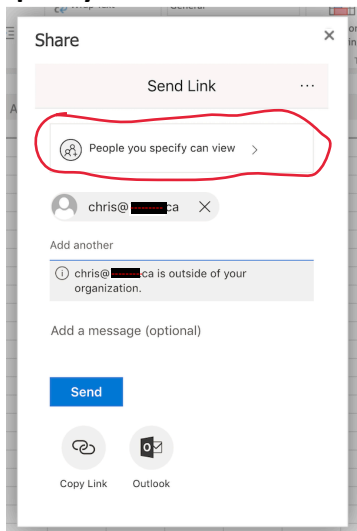


Upload the XLS to a folder in your OneDrive.

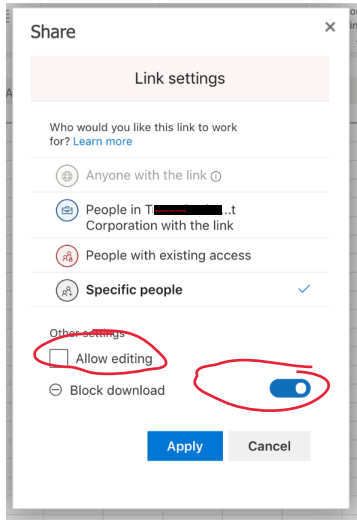
1. Via the web browser, login via <https://portal.office.com>
2. open OneDrive
3. Click the XLS file you wish to share and this will open Excel Web Version
4. Top right corner click the the SHARE icon



5. Enter the email address and click the option above the address **“People you specify can view >”**



6. Be sure that “Allow Editing” is **unchecked**.
Be sure to **enable** “Block download”.



7. Select Apply and hit Send.

The recipient will receive an email instructing them to OPEN the file. They will then be sent a verification code in order to authenticate their account. Once they enter the code they will be able to view the file only from within their web browser. No download, no sharing no printing capability. This will not prevent them from taking screenshots if they're smart enough to do so.

** Instruct the recipient to check their SPAM folder in the event the link email and validation code email are marked as such.