

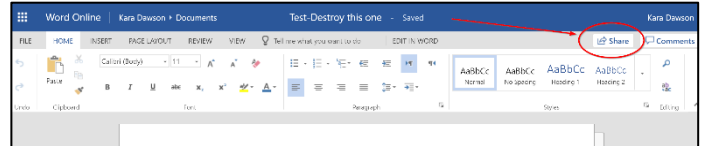
# Sharing Office 365 A Few Different Ways

Using Office 365 enables you and your students to share files and work on projects on different devices at the same time. There are a few different ways to share and all of them can be organized and accessed using OneDrive.

## Sharing While in an Online App (ex. MS Word, PowerPoint, Excel)

1 In order to share this way, you will be working in an online app like Microsoft Word.

2 Click on the **Share** button in the top right corner.



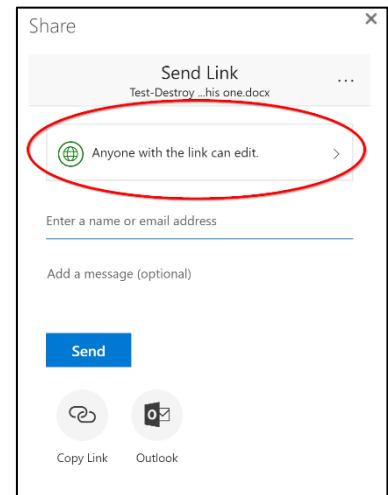
When the **Share** screen comes up, you can choose to share the file with “**anyone who has the link**” or you can choose other options.

Click on **Anyone with the link can edit** to see the other options.

3 If you would like to share this with anyone with the link, enter the name or email address in the space provided.

You can add a message to them underneath the name then click **Send**.

The program will send the desired person the link to their email and they will be able to open the file from there.



Click on **Anyone with the link can edit** to get other options:

**Anyone:** This creates a link that anyone with the link can open. They do not need to be logged in to Office 365. This link can be forwarded to other people.

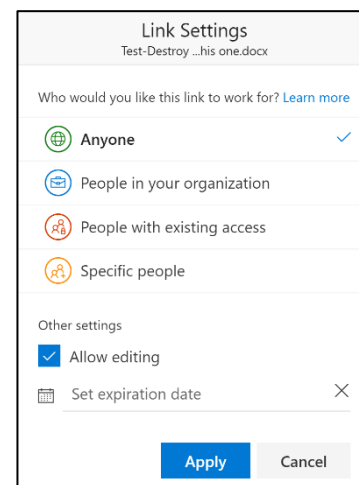
**People in your organization:** This will create a link that only people logged in to our school district Office 365 can open.

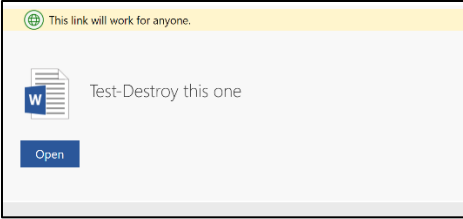
4 **People with existing access:** This is for people that already have access and need the link again.

**Specific people:** This is to send a link to specific people with or without access to Office 365. They will not be able to forward this link.

If you would not like the person receiving the link to be able to edit, remove the check mark beside **Allow editing**.

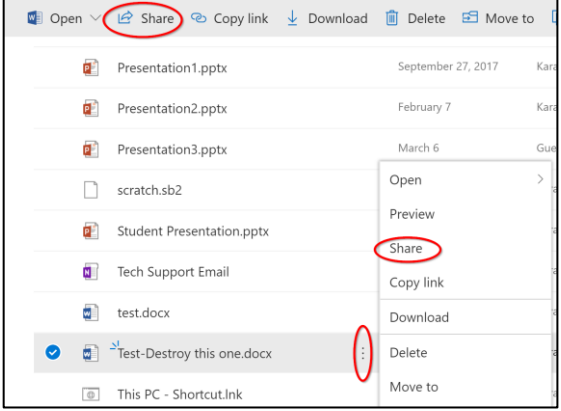
Set an expiration date if you wish.



5	<p>The recipient will need to open their email and click on <b>Open</b> to open the shared file.</p>	
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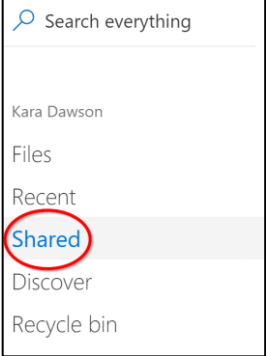
## Sharing While in OneDrive

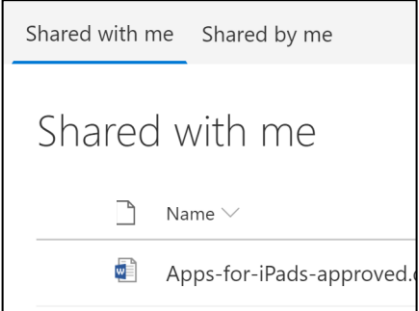
1	<p>In order to share this way, you would open <b>OneDrive</b> and navigate to the file that you created.</p>	
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2	<p>Click on the circle in front of the file that you wish to share then either:</p> <p>Click on <b>Share</b> at the top of the screen</p> <p>Or</p> <p>Click on the three dots at the right of your file name and click on <b>Share</b>.</p>	
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3	<p>Now follow the same instructions as the section above #3-5</p>	
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## Managing Sharing in OneDrive

1	<p>You can access your shared files by opening <b>OneDrive</b> and clicking on <b>Shared</b>.</p>	
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2	<p>Here you will be able to see all the files that are <b>Shared with you</b> or <b>Shared by you</b>. Click at the top to switch between the two lists.</p>	
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