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.	III Word Online Kara Dawoon + Documents RE HOME NOME POCLADOUT REVIEW VE C Face Sold Caladidopy +111 +1 Af. Af. Af. C Face B Z B Af. Af. Af. Conv Cipbord For: For: For: For:	Test: Destroy this one - Sined Kara Davison EW © Telew suits process in the sine EST in MoRD W Tel: E: "E: "E: "E: "E: "E: "E: "E: "E: "E:		
3	When the Share screen comes up, you can cho file with "anyone who has the link" or you can options.		Share × Send Link Test-Destroy _his one docx		
	Click on Anyone with the link can edit to see the other options.		Anyone with the link can edit.		
	If you would like to share this with anyone with the link, enter the name or email address in the space provided.		Enter a name or email address Add a message (optional)		
	You can add a message to them underneath the name then click Send .		Send		
	The program will send the desired person the link to their email and they will be able to open the file from there.		Copy Link Outlook		
	Click on Anyone with the link can edit to get of	other options:			
4	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.		Link Settings Test-Destroyhis one.docx		
	People in your organization: This will create a link that only people logged in to our school district Office 365 can open.		Who would you like this link to work for? Learn more Anyone People in your organization		
	People with existing access: This is for people that already have access and need the link again.		People with existing access Specific people		
	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.		Other settings Image: Allow editing Image: Set expiration date		
	If you would not like the person receiving the link to be able to edit, remove the check mark beside Allow editing.		Apply Cancel		
	Set an expiration date if you wish.				

5	The recipient will need to open their email and click on Open to open the shared file.	This link will work for anyone. Test-Destroy this one Open		
Sharing While in OneDrive				
1	In order to share this way, you would open OneDrive and navigate to the file that you created.			
	Click on the circle in front of the file that you wish to share then either:	Open Copy link Download Delete Delete Move to Presentation1.pptx September 27, 2017 Kara		
	Click on Share at the top of the screen	Image: Presentation2.pptx February 7 Kara Image: Presentation3.pptx March 6 Gue		
2	Or	□ scratch.sb2 Open > Preview		
	Click on the three dots at the right of your file name and click on Share .	Image: Student Presentation.pptx Share Image: Student Presentation.pptx Share Image: Tech Support Email Copy link Image: test.docx Download Image: Student Presentation.pptx Delete Image: This PC - Shortcut.lnk Move to		
3	Now follow the same instructions as the section above #3-5			
Managing Sharing in OneDrive				
1	You can access your shared files by opening OneDrive and clicking on Shared.	Search everything Kara Dawson Files Recent Shared Discover Recycle bin		
2	Here you will be able to see all the files that are Shared with you or Shared by you . Click at the top to switch between the two lists.	Shared with me Shared by me Shared with me Name ~ Apps-for-iPads-approved.		