

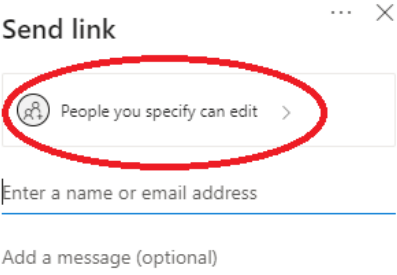
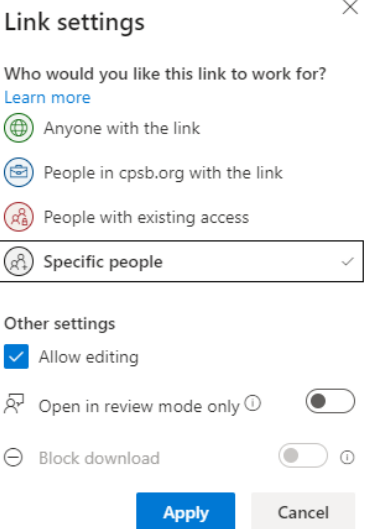




Office 365 Resources

Sharing Files in OneDrive

<p>1. Log into your Office 365 account. From the splash page choose OneDrive.</p>	
<p>2. Select the file or folder you would like to share. Click on the Share icon and a Send link screen will pop up.</p>	
<p>3. Select People you specify can edit to customize the link options.</p>	
<p>4. Set the options you want on your link, then select Apply when you are done.</p> <ul style="list-style-type: none"> • Anyone with the link- This option gives access to anyone that receives the link. This may include people outside of the organization such as parents. • People in cpsb.org with the link- This gives anyone in CPSB who has the link access to your files. • People with existing access- This can be used by people who already have access to the document or folder. • Specific people- This gives access only to people you specify such as your teacher. • Allow editing- When you share items with this type of link, people can edit the files, can add to the files, and can delete files in the shared folder if they are signed in. If you are sharing a folder, people with Edit permission 	

<p>can copy, move, edit, rename, share, and delete anything in the folder.</p> <ul style="list-style-type: none"> • Review Mode- This will limit people to leaving comments and making suggestions for your document or file. <p>If you want the recipient to view only, and not have the ability to change things on your document or folder, then you must deselect Allow Editing.</p>	<p>Other settings</p> <p><input type="checkbox"/> Allow editing</p> <p><input checked="" type="checkbox"/> Open in review mode only</p> <p><input type="checkbox"/> Block download</p> <p>Apply Cancel</p> <p>Make sure this box is not checked if you do NOT want recipients changing your document.</p>
<p>5. Once you are back at the main share box, select Copy to copy the link to your clipboard.</p>	<p>Link copied</p> <p>M1tt-K6TNPi2Bb6Sv2A?e=EFasAd Copy</p> <p>Anyone with the link can edit</p>
<p>6. When finished, if on a public device, be sure to sign out of Office 365 by clicking on your profile found in the upper-right corner.</p>	<p>My account</p> <p>Appear away</p> <p>My Office profile</p> <p>My account</p> <p>Open another mailbox</p> <p>Sign out</p>