

Office 365: Sharing Files Saved in OneDrive

Note: If you just need a few other people to each have their own copy of a file, just email it to them as an attachment. Only use this tutorial if you need asynchronous access for a large(r) group of people – you can also decide whether to give this group permission to edit the file you're sharing.

1. In any browser (my screenshots come from Firefox), navigate to portal.office.com.

2. Sign in using your email address and click "Next".

Note: If you have both a professional and a personal Microsoft account under the same email address, it may ask you if you're wanting to access a "Work" or "Personal" account – choose appropriately. For the purposes of school work, always choose "Work".

3. Enter your password and click "Sign in".

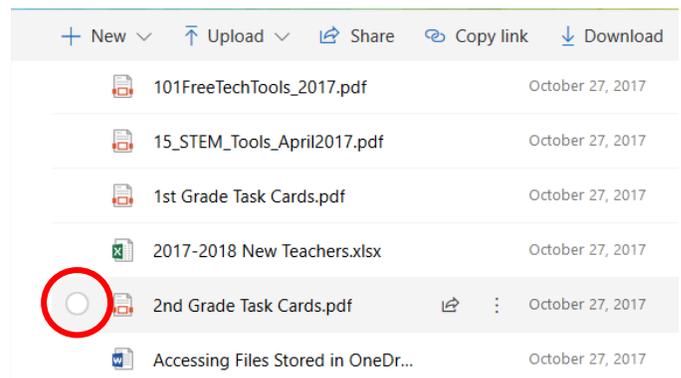
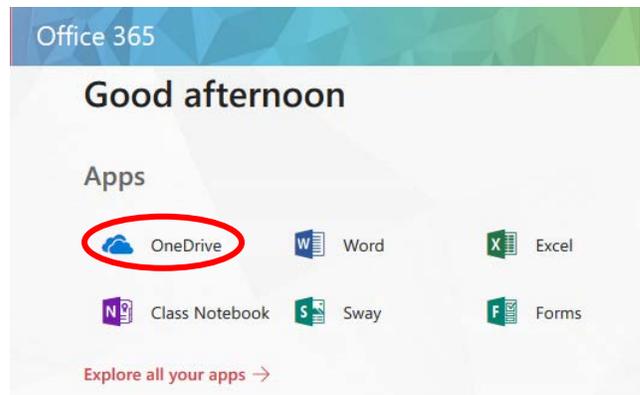
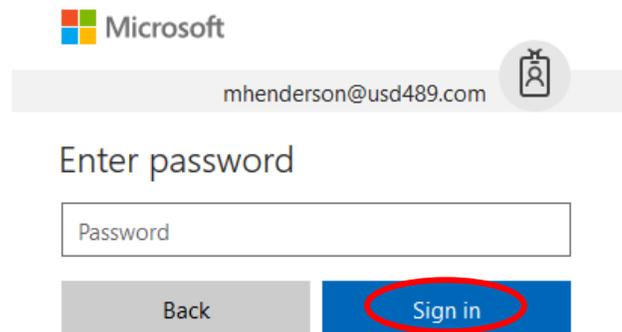
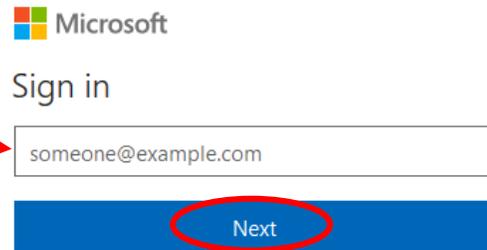
Note: USD 489 staff and students – this is the same password you use on a district computer and with Canvas

4. Click "OneDrive" from the list of Apps at the top of the page.

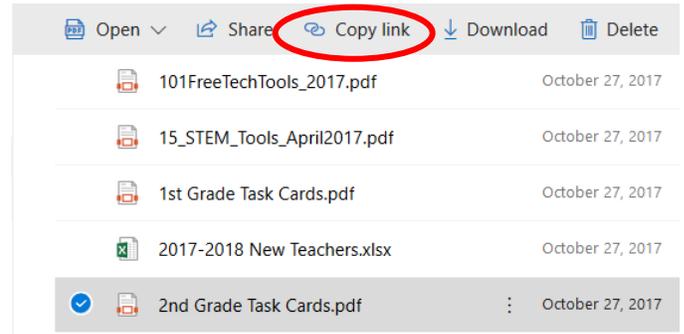
5. Navigate to the file you want to share. As you hover over the name of a file, you'll notice a radial appears to the left of the name of the file.

6. Click on the radial to select that file (**don't** click on the name of the file – that opens the file itself) and a white checkmark on a blue background will appear in the radial.

If you accidentally click on the name of the file, just click the "back" button in your browser to return to this screen.



7. Once you check the radial, the menu across the top of your files changes slightly – click on “Copy Link”

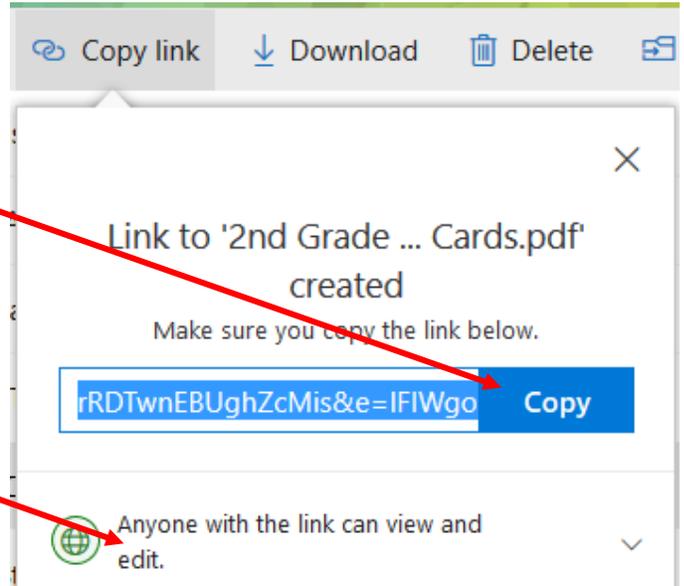


A new menu will appear, and you can determine whether people will have editing permissions.

8. (Option 1) If you want people to be able to edit and/or participate in live collaboration, simply click “Copy” and distribute the link as needed

If you use “Option 1,” this is the final step. If you’re interested in removing editing options, continue with the tutorial.

9. (Option 2) If you don’t want people to be able to edit and/or participate in live collaboration, click “Anyone with the link can view and edit”



10. (Option 2 cont.) In the menu, if you leave “Anyone” checked, then no one will need to login to their Office 365 account to view your file.

If you check “People in usd489.com”, then whoever takes the link must have a district email address and login to view the file.

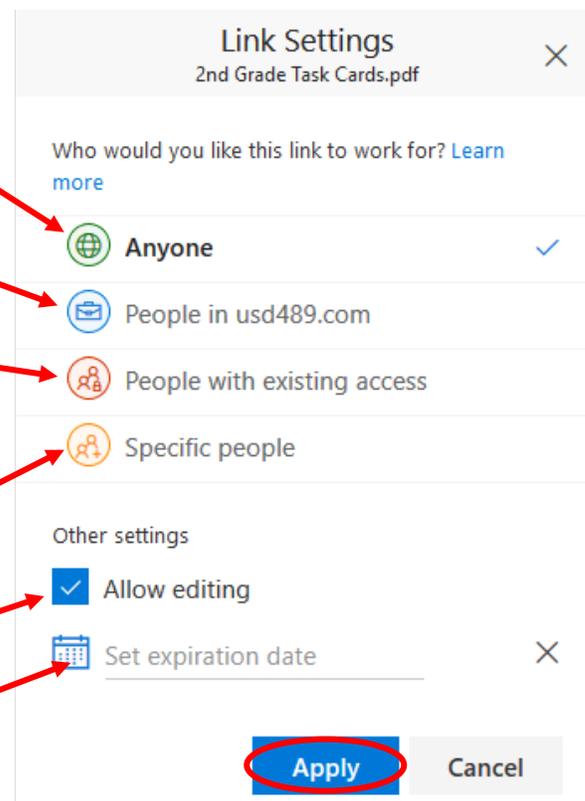
If you check “People with existing access”, then people who’ve already been given access will continue to have it, but no one new will be able to access the link.

If you check “Specific People”, then you’ll be able to search for people in the district and give only those people access to your document.

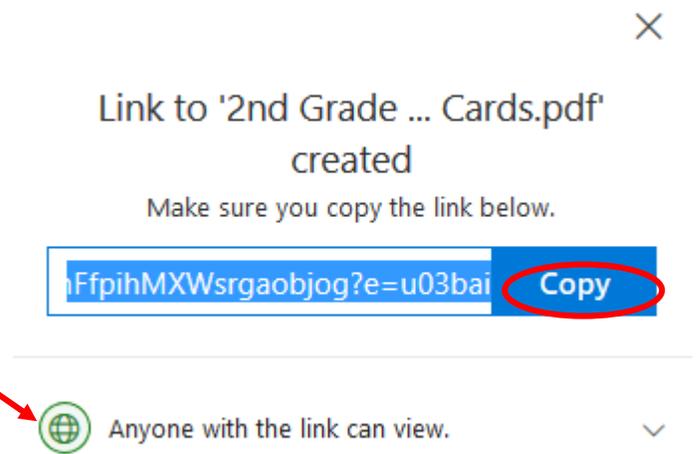
11. Uncheck this box if the people with whom you’re sharing the link do NOT need to edit the file.

12. Set a date for editing if needed or leave this alone.

13. Click “Apply”.



14. If you unchecked the "Allow editing" box in the previous menu, this bottom line now reads "Anyone with a link can view". Click "Copy" and distribute the link as needed.



Link to '2nd Grade ... Cards.pdf'
created

Make sure you copy the link below.

[hFpilhMXWsrGaobjog?e=u03bai](#) **Copy**

 Anyone with the link can view. 

Note: This link can now be used to make a QR code at www.grstuff.com, pasted (Ctrl+V) into an email, or pasted into a URL shortening service like <https://bit.ly>. If you need additional information on sharing files or working collaboratively, don't hesitate to email me at mhenderson@usd489.com – happy to help!