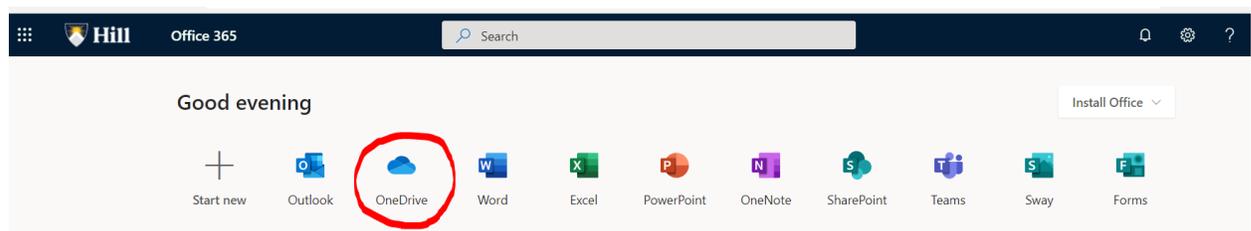


How to Confidentially and Securely Share your Test Results with the Wellness Center

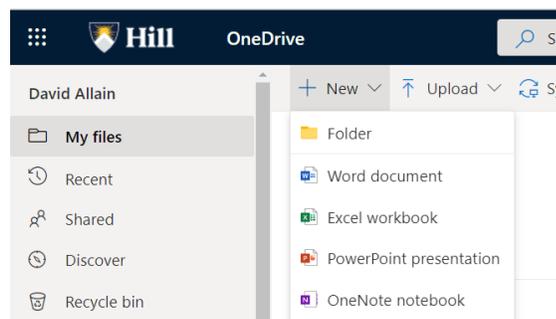
As most of you are aware, Hill provides all students with Microsoft Office 365 licensing which includes secure cloud storage called OneDrive. OneDrive allows you to securely and confidentially share documents or folders with specific people or even groups.

To share your test results with The Hill School Wellness Center medical staff, please follow our recommendations. Do **NOT** email your test results directly.

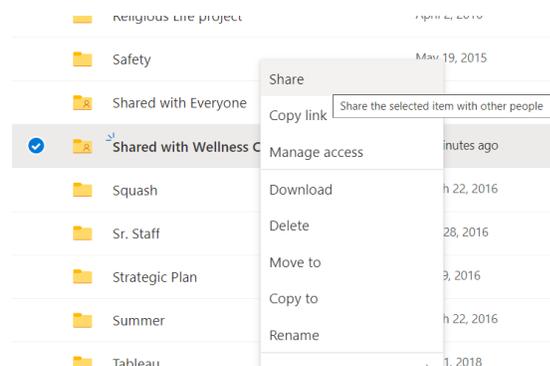
1. Open your internet browser (Chrome, Safari, or Edge are recommended) and to portal.office.com
2. Type in your Hill email address and click Next.
3. If asked, choose Work or School Account.
4. Now type in your Hill password and click Sign In.
5. You should now see all the Office 365 web apps including OneDrive.



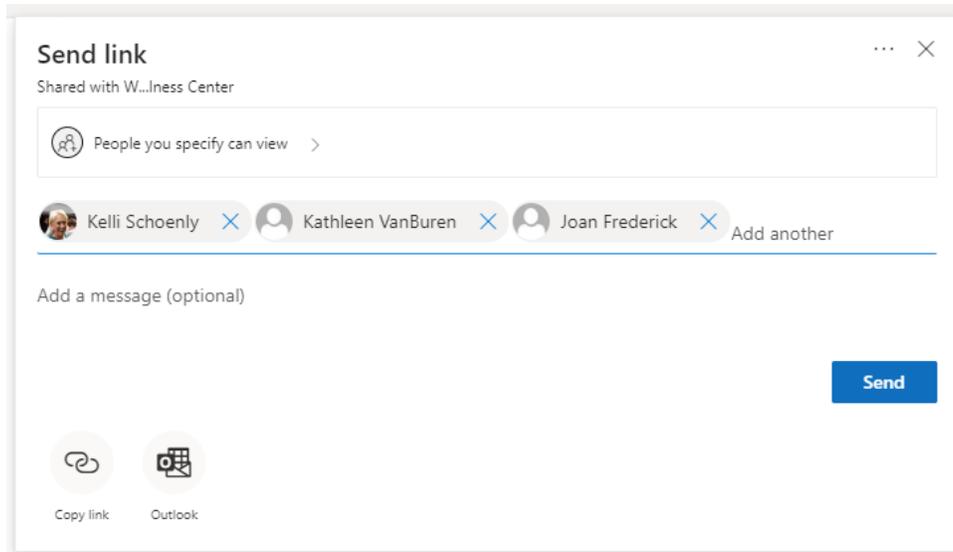
6. Click OneDrive to enter.
7. Once in the OneDrive web app, create a new folder by clicking on New and selecting Folder



8. Name the folder "Shared with Wellness Center"
9. Once you see your new folder, right click on the folder name and select Share from the pop-up menu that appears.



10. Now in the Send link window that appears, type the names of these three specific members of our Wellness Center staff: Kelli Schoenly, Kathleen VanBuren, and Joan Frederick. As you type there names should appear. Once all three are listed as seen below, click Send. **Be sure that the top option is People you specify can view.**



11. You have now shared this folder with those three Hill School medical staff. Any file you save into the folder will be viewable by them, but no one else. The link sent to them will only work once each authenticates with her username and password.
12. Now copy and paste your email or text message results into a Word document or save it as image file and move it into your new Shared with Wellness Center folder.
13. You can use this folder throughout the year as needed to share documents with the Wellness Center by simply saving your document or photo into this folder.

Need more help? Feel free to call the Hill ITS Help Desk at 610-705-1234 or send an email to support@thehill.org to open a ticket in our Help Desk system.