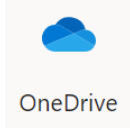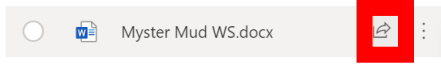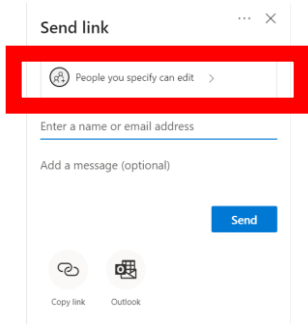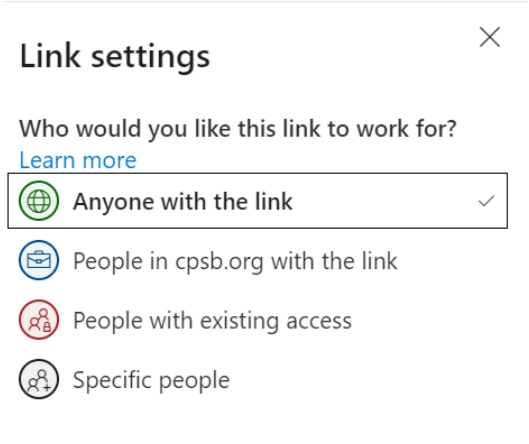# Office 365 Resources

Getting Share Link for a File in OneDrive

1. Log into your Office 365 account. From the Splash Page choose **OneDrive**.	OneDrive
2. Pick the file or folder you would like to share. Click on the **Share** icon.	Myster Mud WS.docx
3. Select **People you specify can edit** to customize the link options.	Send link People you specify can edit Enter a name or email address Add a message (optional) Send Copy link Outlook
4. Set the options you want on your link, then select **Apply** when you are done. • **Anyone with the link** – This option gives access to anyone that receives the link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization such as parents. • **People in cpsb.org with the link** – This gives anyone in your organization who has the link access to the file, whether they receive it directly from you or forwarded from someone else. • **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 the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.	Link settings Who would you like this link to work for? Learn more Anyone with the link People in cpsb.org with the link People with existing access Specific people

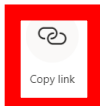|	
• **Allow editing** - When you share items with this type of link, people can edit files, can add files in a shared folder, and can delete files in a shared folder if they're signed in. Recipients can forward the link, change the list of people sharing the files or folder, and change permissions for recipients. If you're sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder. By default, Allow editing is turned on. If you want people to only view your files, uncheck the check box. This can be further restricted by selecting the option to ***Block download***, which means they cannot save a local copy. For Word files, you can also select ***Open in review mode only*** to limit people to leaving comments and making suggestions in the file. Note that if someone already has editing permissions for the item, selecting *Open in review mode only* will not prevent them from making edits. For them, document will open in edit mode.	Other settings ☑ Allow editing 👤 Open in review mode only ⓘ ⬤ 📅 Set expiration date ✕ 🔒 Set password ⊖ Block download ⬤ ⓘ **Apply** Cancel
5. Once you're back at the main Share box, select ***Copy Link*** to copy the link to your clipboard.	Send link ··· ✕ 🌐 Anyone with the link can view > Enter a name or email address Add a message (optional) **Send** 🔗 Copy link 📧 Outlook
6. Paste the ***link*** in an email message or wherever else you're sharing the link.	✓ Link copied https://cpsborg-my.sharepoint.co Copy 🌐 Anyone with the link can view