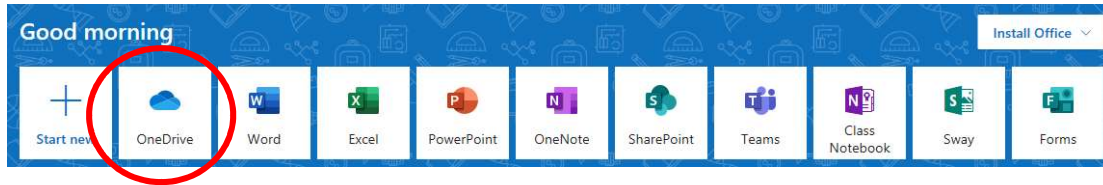
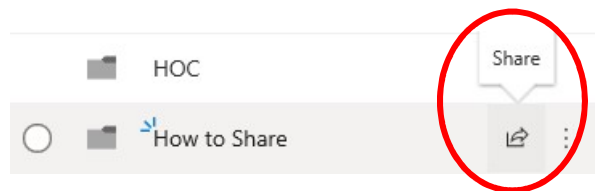


Sharing Folders/Documents in Office 365

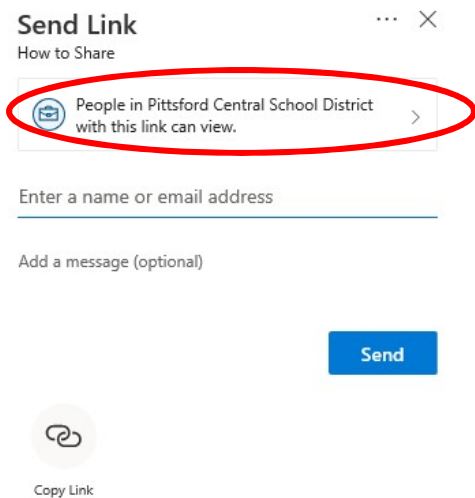
1. After logging into your Office 365, choose **OneDrive** from your launch page.



2. Navigate to the folder or document that you would like to share.
3. With your mouse, hover over the folder or document and you will see the **Share button** appear. Click on this button to open the Share menu. Alternately, you can select the folder/document by clicking on the circle to the left of its name. The Share option will appear in the menu at the top.

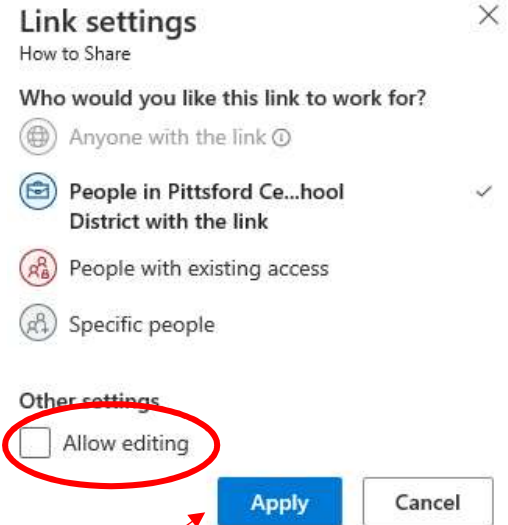


4. The default sharing options are for anyone in the district to be able to view the files, including the people you name. This means that if a person you name forwards the share email (accidentally or on purpose) to another person in the district, that person will also be able to view the files. To change these settings, click on the arrow at the end of "People in Pittsford Central..."



5. Sharing options:

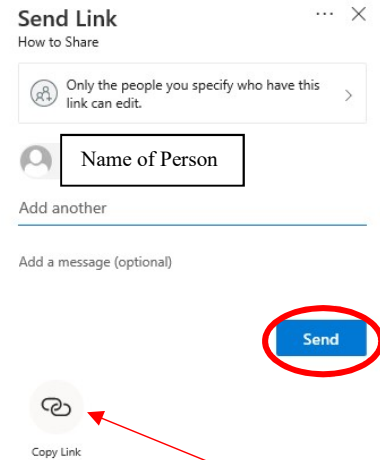
- At this time, our district does not allow you to share with anyone outside of the district, the first option is grayed out.
- The second option is the default option as explained in step 4.
- The third option is used when you need to send a link to one or more people that have already had access and need the link again.
- The last option is to share it with specific people. This is the most secure way to share a folder/file because if the share email is accidentally (or purposefully) forwarded, only the listed people have access, the email link does not automatically grant them access.



The other option you need to decide is if you would like the folder to remain view only (this is the default setting) or if you would like to grant edit rights. If you would like everyone listed to be able to edit, click the check box at the bottom that says **Allow editing**.

Once you have made your selections, click on **Apply**.

6. This will take you back to the share window where you can specifically type in the names of people you would like to share the folder with. Type the name of the person and select it when it comes up. Make sure you see the little person to the left of their name, this means they've been successfully added (click on the X to the right of the name if you've accidentally selected the wrong name). If you would like to include a message that will go in the share email, you can do that as well. You can share with as many people as you like in this window. Once you have added all of the people you need to, click on **Send**.



7. Alternately, you can get a link to email or post on your website or in a ClassNotebook. Click on the Copy Link Icon. This link will work for whatever settings you have chosen (all Pittsford can view, all Pittsford can edit, etc.).

You will get a window with a link you can copy. Make sure you press the Copy button. Once you get the green check mark saying the link was copied, you can paste the link into an email, on your website, etc.

