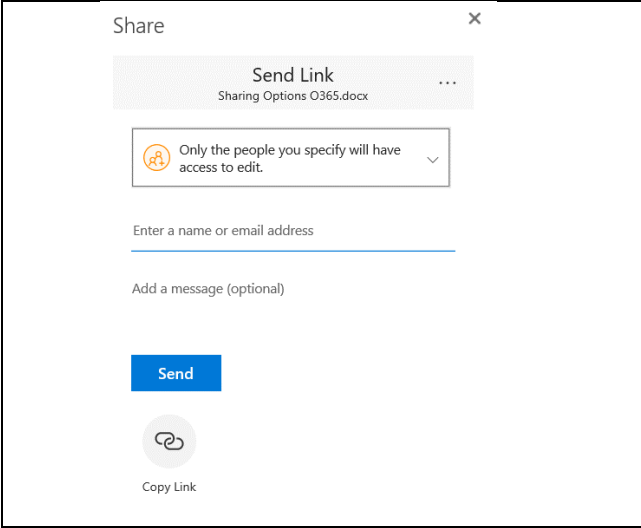

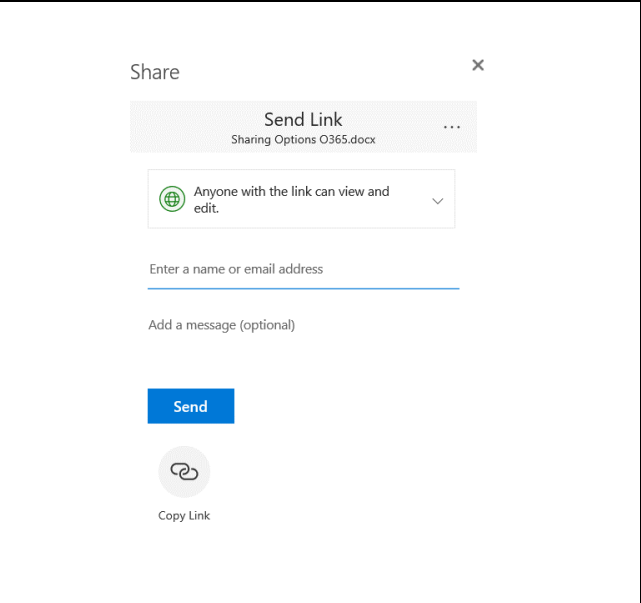




Sharing in Office 365 via OneDrive

These directions will show you the different sharing options and each of their functions available in Office 365.

 <p>Share ×</p> <p>Send Link ... Sharing Options O365.docx</p> <p>Only the people you specify will have access to edit. ▼</p> <p>Enter a name or email address <input type="text"/></p> <p>Add a message (optional)</p> <p>Send</p> <p> Copy Link</p>	<p>What it does</p> <p>How to do it</p> <p>Where it goes</p> <p>Access information</p> <p>Editing extras</p>	<p>Creates a link that <i>only the people you specify</i> can use to access the file or folder.</p> <p>Enter the name(s) or email address(s) of the people to whom you want to give access to the file or folder.</p> <p>The file or folder will appear in their Shared with Me folders, and staff members will also receive an email.</p> <p>The link can be copied and pasted for quick access; however, the recipient must have been given access by typing their name in the Enter a name or email address field. They will have to sign in to Office 365 to view. <i>Note: Only the person it is shared with will have access. For example, if this is shared with Person A and they send the link to Person B, Person B will not have access.</i></p> <p>You also have the ability to allow editing rights.</p>	<p>Other settings</p> <p><input checked="" type="checkbox"/> Allow editing</p>
 <p>Share ×</p> <p>Send Link ... Sharing Options O365.docx</p> <p>Anyone with the link can view and edit. ▼</p> <p>Enter a name or email address <input type="text"/></p> <p>Add a message (optional)</p> <p>Send</p> <p> Copy Link</p>	<p>What it does</p> <p>How to do it</p> <p>Where it goes</p> <p>Access information</p> <p>Editing extras</p>	<p>Creates a link that <i>anyone can use</i> to access the document or folder, even if they are not logged in to Office 365.</p> <p>Enter the name(s) or email address(s) of the people to whom you want to give access to the file or folder through email. You may also copy and paste the link for quick access in another location.</p> <p>The staff member will get an email with the link, but the file or folder WILL NOT appear in their Shared With Me folders. <i>Note: Students will not receive an email notification. This option IS NOT recommended for sharing with students.</i></p> <p>The link can be copied and pasted for quick access. The link can also be placed on a blog for students and parents to access.</p> <p>You also have the ability to allow editing rights and set an expiration date for the link.</p>	<p>Other settings</p> <p><input checked="" type="checkbox"/> Allow editing</p> <p> Set expiration date <input type="text"/></p>

<p>The screenshot shows a 'Share' dialog box for a file named 'Sharing Options O365.docx'. The 'Send Link' section is active, with a dropdown menu set to 'Only people in Cobb County School District with the link can view and edit.' Below this, there is a text input field for 'Enter a name or email address' and an optional message field. A blue 'Send' button is visible, along with a 'Copy Link' option at the bottom.</p>	What it does	Creates a link for the file or folder that <u>only people in the Cobb County School District</u> can access. They will have to sign in to Office 365 to view.	
	How to do it	Enter the name(s) or email address(s) of the people to whom you want to give access to the file or folder through email. You may also copy and paste the link for quick access in another location.	
	Where it goes	If a student or staff name is entered in the Enter a name or email address field, the file or folder will appear in their Shared with Me folders, but only the staff members will also get an email. <i>Note: Students will not receive an email notification.</i>	
	Access information	The link can be copied and pasted for quick access. When this link is given, anyone in CCSD will be able to access the file. However, they will have to sign in to Office 365 to view. <i>For example, the link can be emailed, posted in a OneNote, or placed on a blog for CCSD students and/or staff/teachers to access and sign in.</i>	
	Editing extras	You also have the ability to allow editing rights.	Other settings <input checked="" type="checkbox"/> Allow editing

<p>The screenshot shows a 'Share' dialog box for a file named 'Sharing Options O365.docx'. The 'Send Link' section is active, with a dropdown menu set to 'Only people who already have access can use this link.' Below this, there is a text input field for 'Enter a name or email address' and an optional message field. A blue 'Send' button is visible, along with a 'Copy Link' option at the bottom.</p>	What it does	Returns a link that can be used by <u>people who already have access</u> to the document or folder. It does not change the permissions on the item.	
	How to do it	Enter the name(s) or email address(s) of the people to whom you have already granted access.	
	Where it goes	The staff member will get an email with the link, and it will not change previous permissions on the item.	
	Access information	Use this if you only want to resend a link to somebody who already has access.	
	Editing extras	None	