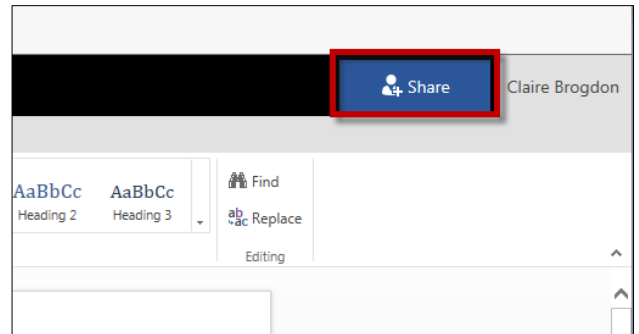


Sharing a Word document in Office 365

While creating a Word Online document within Office 365:

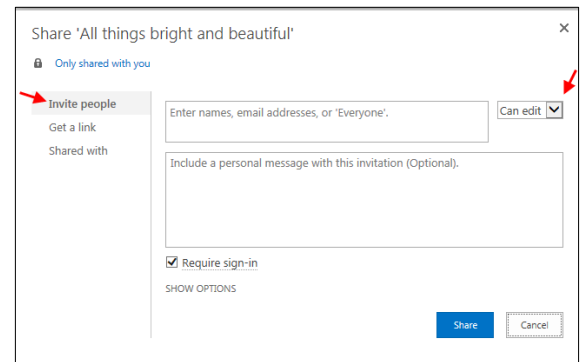
1. Click the “Share” button in top right corner of screen.



2. Using the “Invite people” method, begin typing the names of CCSD staff or student names in the top field. Names will auto populate from the CCSD Outlook Global Address book.

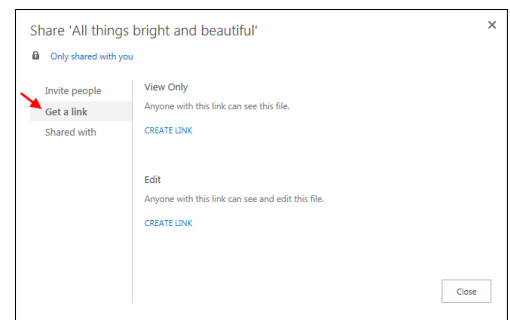
(Note: Type names as they appear in Outlook address book.
Ex: William instead of Bill)

3. Choose whether the recipient “Can edit” or “View only” when they open your document.
4. Uncheck the box “Require sign-in if you desire.”
5. Click Share



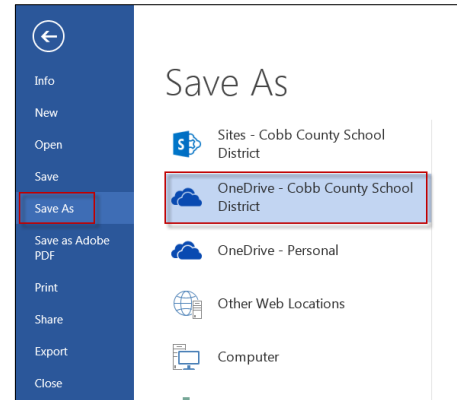
6. Using the “Get a Link” method, click the “Create Link” for a View Only Hyperlink, or for an Edit hyperlink.

Any person who has this hyperlink may click to open the document.



To Share a document **After** creating a Word document in Word 2013 on a computer desktop:

7. Save the document to your Office 365 OneDrive Account.
8. Login to the Office 365 account.
9. Click the Hub to access OneDrive



10. Locate the document title.
11. Click the ellipses to the right of the title.
12. Click Share at the bottom of the screen.
13. Follow the methods mentioned in steps 2 or 6.

