

## Levittown Public Schools Tutorial

### Office365 with OneDrive –Sharing a Document or Folders

The documents you store in OneDrive for Business are **private** until you decide to share them. When you share documents, you can decide whether to let people edit or just view them.

- 
- Go to OneDrive
  - Select the file you want to share by click in from of the document (a check will appear when the document is selected), click share on the Quick Command Bar



or

- Click the Open Menu (...) options next to the document or folder you want to share – click Share

- 
- In the Share dialog box, on the Invite People tab, type the names of the people within the district you want to share the document or folder with.
    - If you have a student or teacher with a common name, example Jones, the name will appear with a Red Line underneath it, this indicates that there is more than one person in the district with that last name.
    - To select the correct person, click on the name, a list will appear with both students and teachers
    - Scroll down and select the person you want to share with
  - Select a Permission setting (can edit, can view)
  - You can type a message to be included with an e-mail that is sent to all invitees. (the e-mail includes a link to the shared document)
  - If you don't want to send an email, click Show Options, and uncheck, Send an email invitation.
  - Click Share

#### **PLEASE NOTE:**

***Once you share a folder, anything you put into that folder will be shared with the people you are sharing with***