

Levittown Public Schools Tutorial

Office365 w/ OneDrive –Sharing a Document with a Teacher

- Go to OneDrive
- Select the file you want to share by clicking in front 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 you want to share – click Share

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- In the Share dialog box, on the Invite People tab, type the last name of the person within the district you want to share the document with.
 - If you have a 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)
 - If you don't want to send an email, click Show Options, and uncheck, Send an email invitation. (Remember, **students do not have an e-mail account**)
 - Click Share