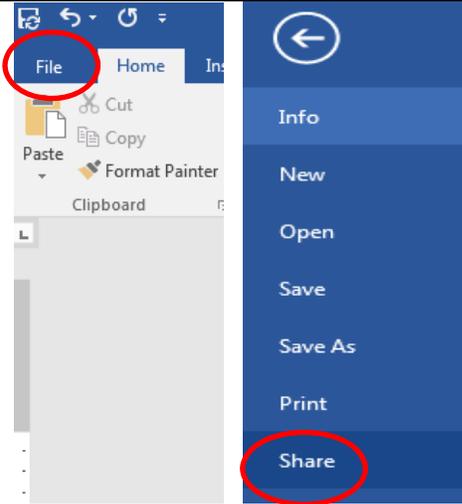
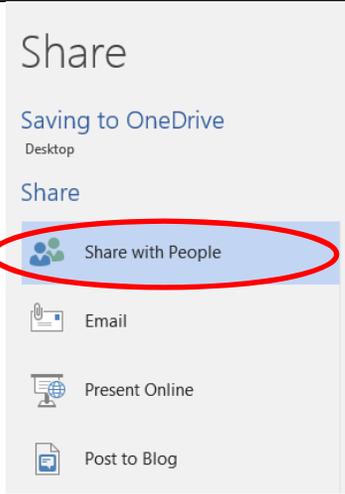
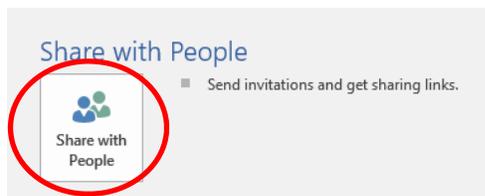
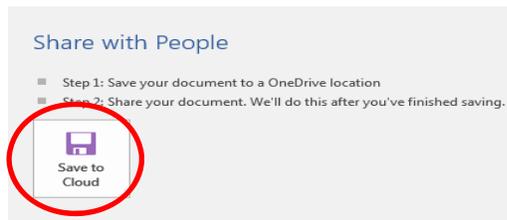


Sharing and Managing Shared Documents in OneDrive

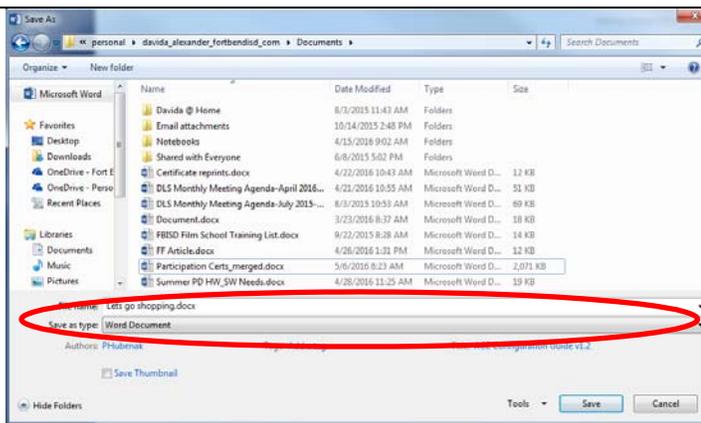
Procedures	Screenshots
Share from within Microsoft Applications.	
<p>1. You can share a document with others from within Microsoft Word, Excel, or PowerPoint. Click File, Share.</p>	
<p>2. In the Share menu, select Share with People.</p>	

- If the file has not previously been saved to the Cloud, you will be presented with the Save to Cloud button. Click **Save to Cloud**.

If the file has been previously saved to the Cloud, you will be presented with the Share with People button. Click **Share with People**.



- If in Step 3 you chose Save to Cloud, you will need to click in the File Name field and name the document. Click **Save**.

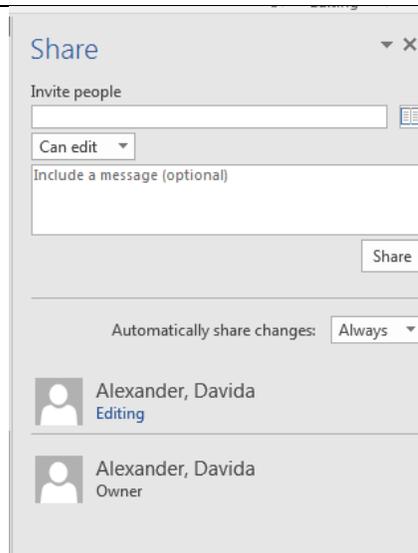


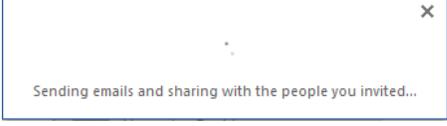
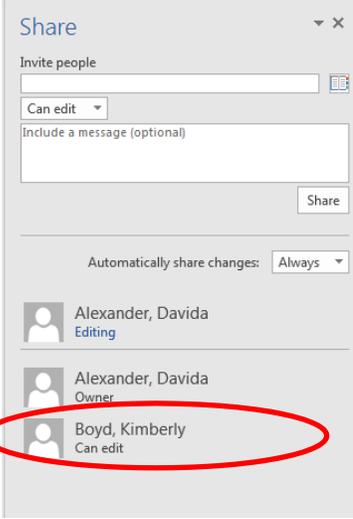
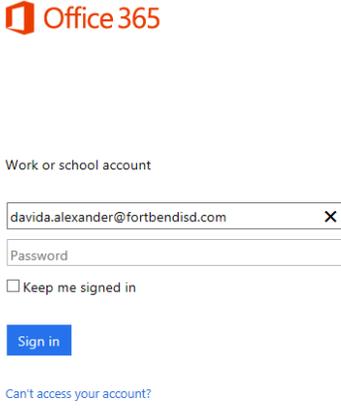
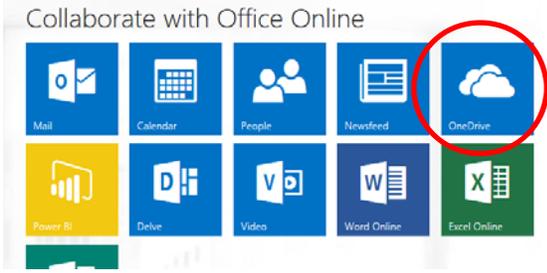
- In the Share window, click the address book to select people with whom you're sharing the document. In the Invite people field, you can also type in their FBISD email address.

- Click the drop down to choose **Can Edit** or **Can View**.

Include a message if you choose.

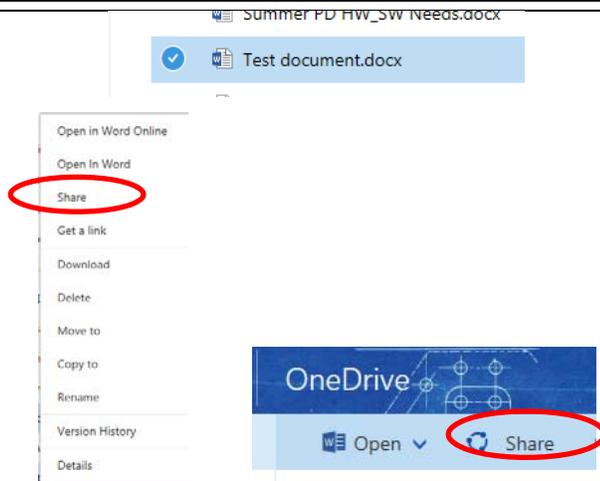
Click Share.



<p>7. The requested action is performed.</p>	
<p>8. Your Share window now lists those with whom you shared the document and the level of access.</p> <p>Click the “X” in the top right corner of the Share window to exit.</p>	
<p>Share from OneDrive from the Office 365 Portal</p>	
<p>1. Open your Office 365 OneDrive: In Internet Explorer, go to office.com. Type in your network login credentials.</p> <p>Click Sign In.</p>	
<p>2. Click OneDrive.</p>	

3. Click the document or folder you wish to share to highlight.

Next, either right click and select **Share** or from the menu bar, select **Share**.



4. In the Invite people field, type in the FBISD email address of those with whom you wish to share the document or folder.

Click the down arrow to choose the level of access (Can edit or Can view).

Include a message if you wish.

Click Share.

Share 'Test document'

Only shared with you

Invite people

Can edit

Get a link

Include a personal message with this invitation (Optional).

Shared with

Send an email invitation

Share

Stop sharing a document or folder.

1. When you no longer wish to share a document or folder with someone, you can stop sharing.

2. Open your Office 365 OneDrive: In Internet Explorer, go to portal.office.com. Type in your network login credentials.

1. Click **Sign In**.

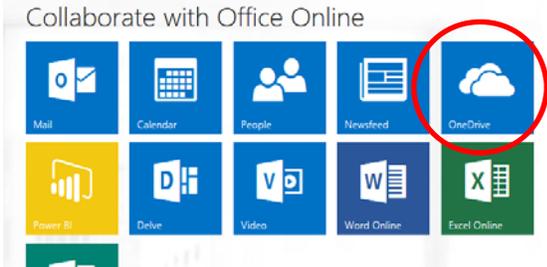
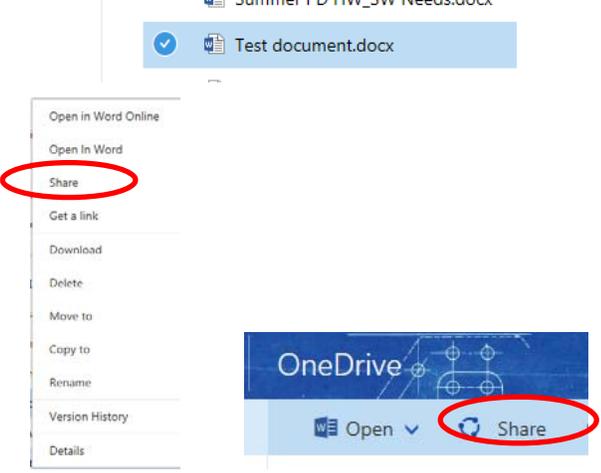
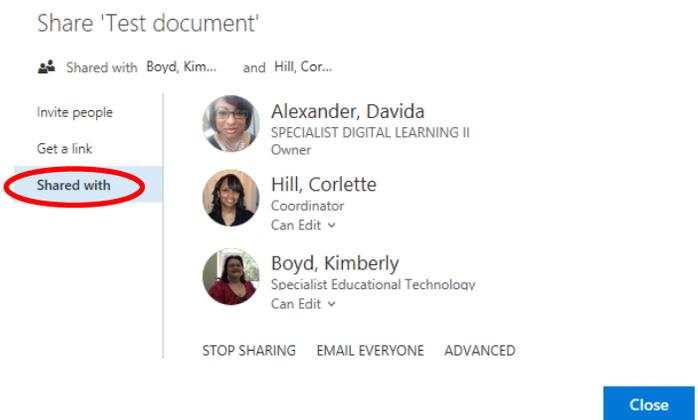
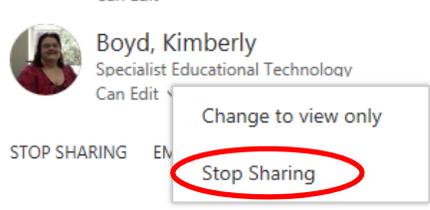


Work or school account

Keep me signed in

Sign in

[Can't access your account?](#)

<p>2. Click OneDrive.</p>	 <p>Collaborate with Office Online</p> <p>Mail Calendar People Newsfeed OneDrive</p> <p>Power BI Drive Videos Word Online Excel Online</p>
<p>3. Click the document or folder you wish to stop sharing to highlight.</p> <p>3. Next, either right click and select Share or from the menu bar, select Share.</p>	 <p>Summer PD HW_SW Needs.docx</p> <p>Test document.docx</p> <ul style="list-style-type: none"> Open in Word Online Open In Word Share Get a link Download Delete Move to Copy to Rename Version History Details <p>OneDrive</p> <p>Open Share</p>
<p>4. Click Shared with. A list appears along with level of access.</p>	 <p>Share 'Test document'</p> <p>Shared with Boyd, Kim... and Hill, Cor...</p> <ul style="list-style-type: none"> Invite people Get a link Shared with <p>Alexander, Davida SPECIALIST DIGITAL LEARNING II Owner</p> <p>Hill, Corlette Coordinator Can Edit</p> <p>Boyd, Kimberly Specialist Educational Technology Can Edit</p> <p>STOP SHARING EMAIL EVERYONE ADVANCED</p> <p>Close</p>
<p>5. Click Stop Sharing to stop sharing with everyone. To stop sharing with specific people, click the down arrow next to Can edit or Can view and select Stop Sharing.</p>	 <p>Boyd, Kimberly Specialist Educational Technology Can Edit</p> <p>Change to view only</p> <p>Stop Sharing</p> <p>STOP SHARING EMAIL EVERYONE ADVANCED</p>
<p>6.</p>	