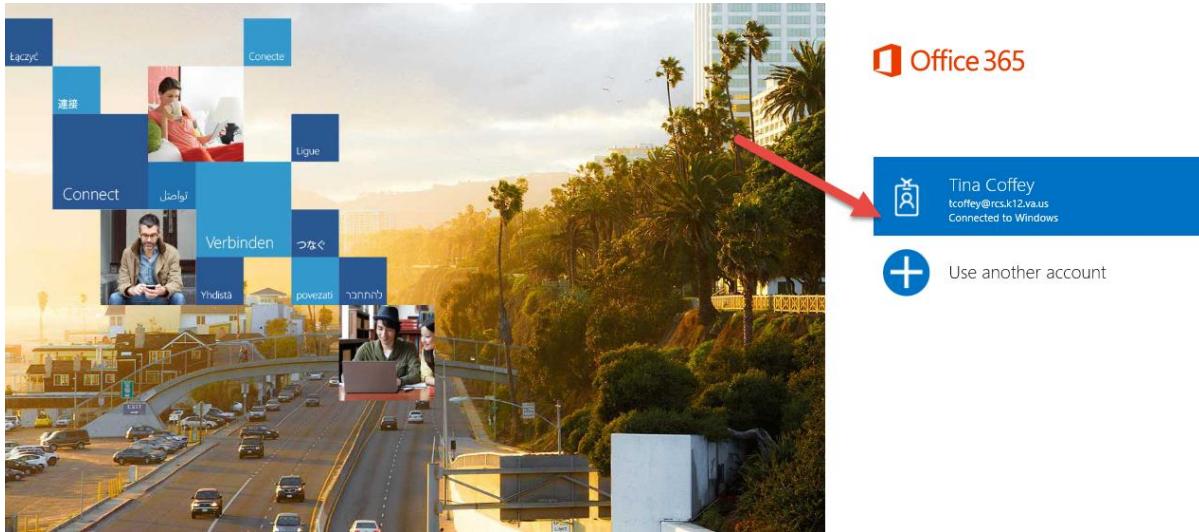
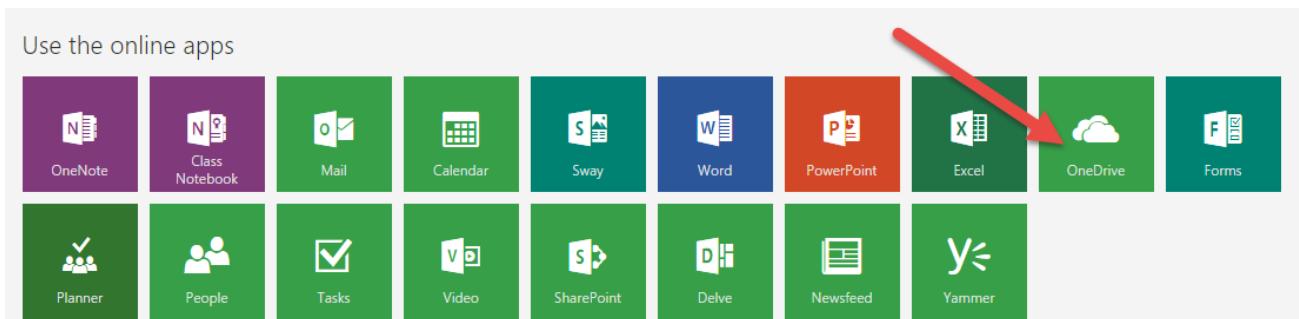


Office 365: Sharing Files and Folders in One Drive

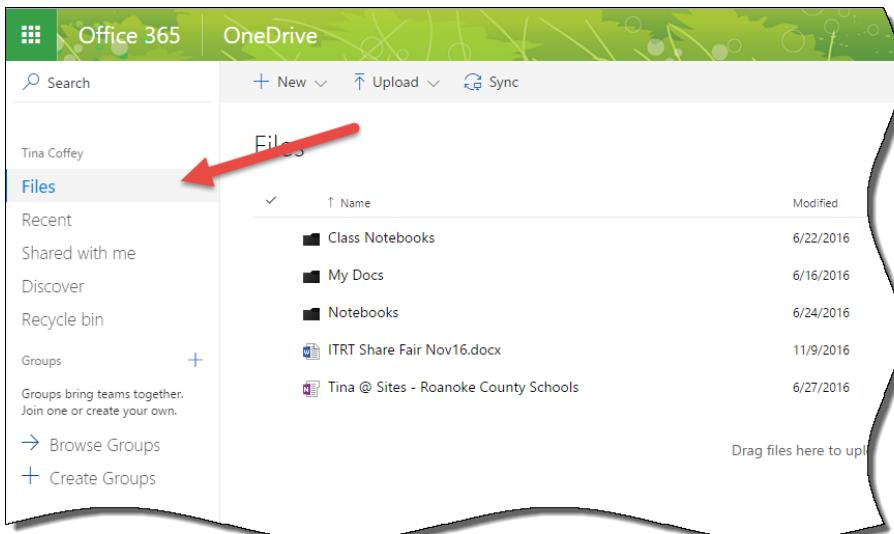
To use the sharing capabilities of One Drive, you must log into Office 365 online at <http://portal.office.com>



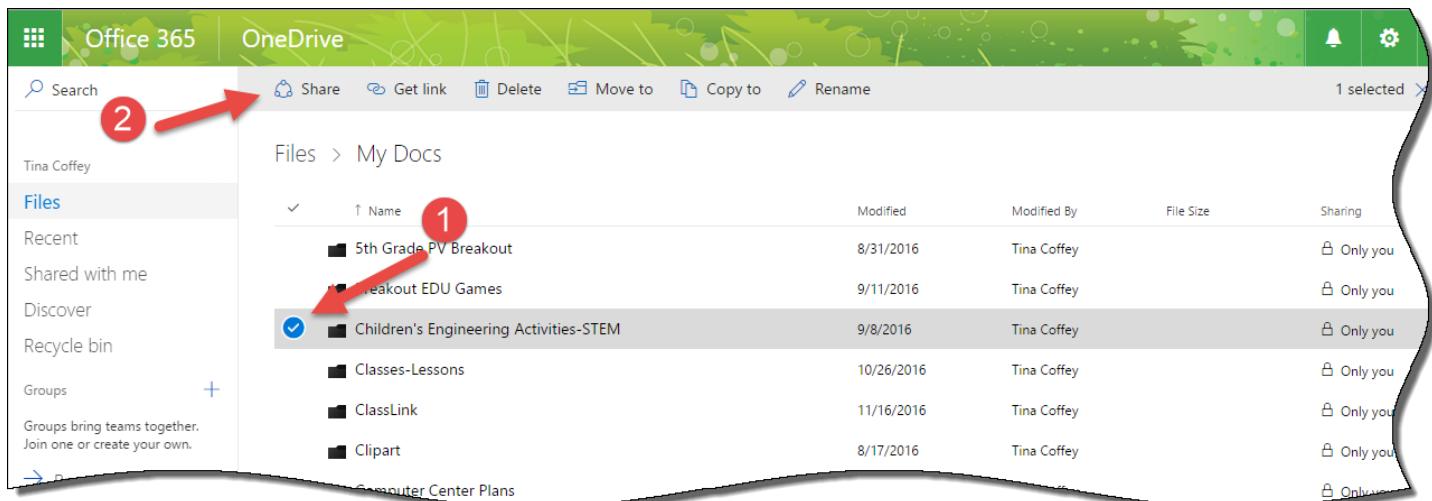
Choose One Drive.



OneDrive is your storage area. You have 1 TB of storage space in OneDrive. This program makes it VERY easy to collaborate with other teachers by sharing files. You should see the files here that are stored in the One Drive folder on your teacher laptop.

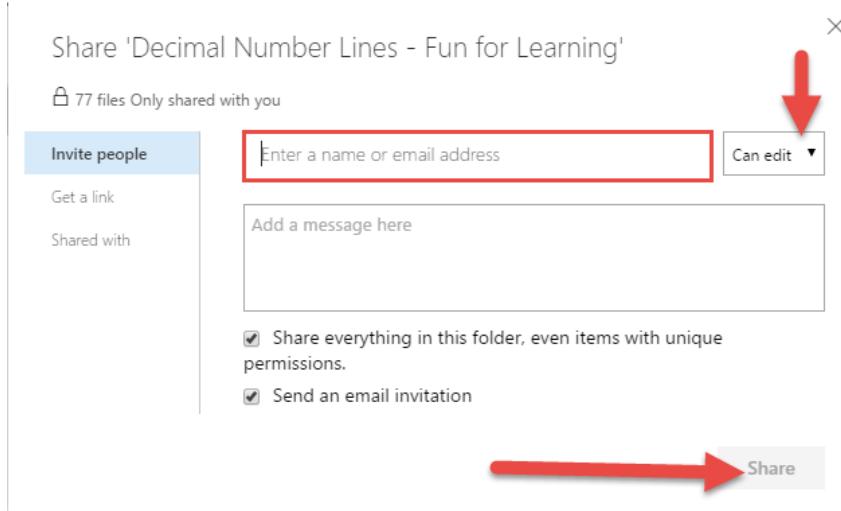


To share a file or folder with someone else, select it. Then click on the **Share** icon



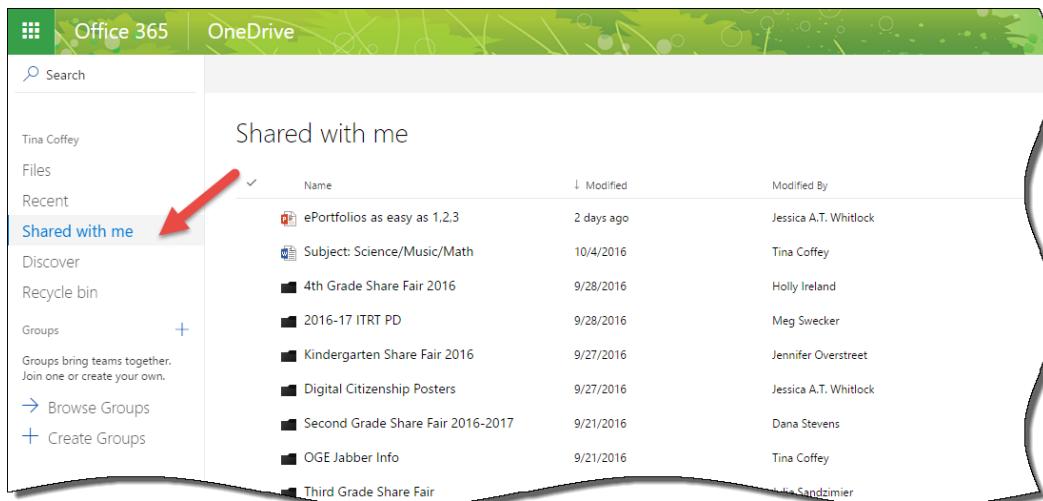
A screenshot of the OneDrive interface. On the left, a sidebar shows 'Tina Coffey' and a 'Files' section with 'Recent', 'Shared with me', 'Discover', and 'Recycle bin'. Below that is a 'Groups' section. The main area shows a list of files in 'My Docs'. A red circle with the number '1' is on the 'Children's Engineering Activities-STEM' file. A red circle with the number '2' is on the 'Share' button in the top navigation bar. The top navigation bar also includes 'Search', 'Get link', 'Delete', 'Move to', 'Copy to', and 'Rename'.

When the share box opens up, type the person's name, choose the level of sharing (can edit or can view) and click the **Share** button.



A screenshot of the 'Share' dialog box for a file named 'Decimal Number Lines - Fun for Learning'. The left sidebar shows 'Invite people', 'Get a link', and 'Shared with'. The main area has a text input 'Enter a name or email address' with a red border, a 'Can edit' dropdown with a red arrow pointing to it, and a message input 'Add a message here'. At the bottom are checkboxes for 'Share everything in this folder, even items with unique permissions.' and 'Send an email invitation'. A large red arrow points to the 'Share' button at the bottom right.

To find files that have been shared with you, click on the **Shared with me** link.



A screenshot of the OneDrive interface. The sidebar shows 'Tina Coffey' and a 'Shared with me' link, which is highlighted with a red arrow. The main area shows a list of files under 'Shared with me', including 'ePortfolios as easy as 1,2,3.', 'Subject: Science/Music/Math', '4th Grade Share Fair 2016', '2016-17 ITRT PD', 'Kindergarten Share Fair 2016', 'Digital Citizenship Posters', 'Second Grade Share Fair 2016-2017', 'OGE Jabber Info', and 'Third Grade Share Fair'.