<u>**Sharing Files in OneDrive 2017**</u>
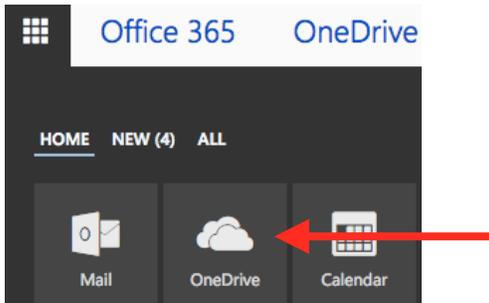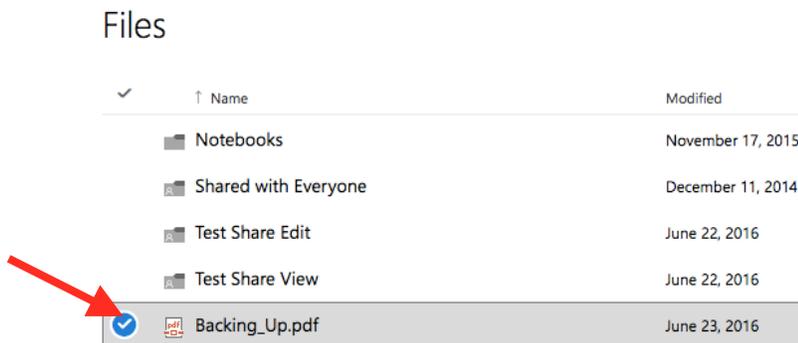
There are two options for sharing, the **Share button** or **Get Link**. Both methods are shown below.

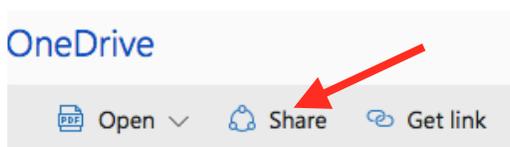<u>**Using the "Share" Button**</u>

1. Log into your online ACS email account. (http://email.acsk-12.org)

2. Click on the **blue waffle** in the top left corner of your screen and choose **OneDrive**.
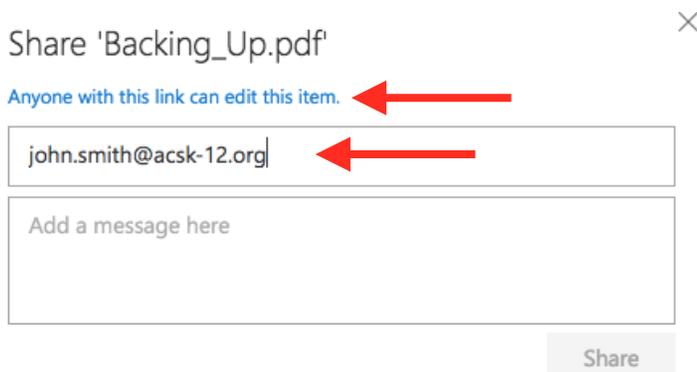
3. Select the file you want to share.

4. Click the **Share** button.

5. Type in the recipient's email address(es) and add a message (optional). Then, click on "**Anyone with this link can edit this item**."

6. In the window that opens, click on the "**Anyone with this link**" button.

Permissions
Backing_Up.pdf

Who can access this link:

| Anyone with this link | |

✔ Allow editing

☐ Link expires

OK   Cancel

7. You have three options here. If you only want the person you emailed to view the file, choose "**Only people in the To: line**."

Permissions
Backing_Up.pdf

Who can access this link:

| Anyone with this link | |

✔ Anyone with this link
Only people in Arlington Community Schools
Only people in the To: line

☐ Link expires

OK   Cancel

8. If you would like the recipient to be able to edit the document, choose **Allow editing**. If not, uncheck this. Then click **OK**.

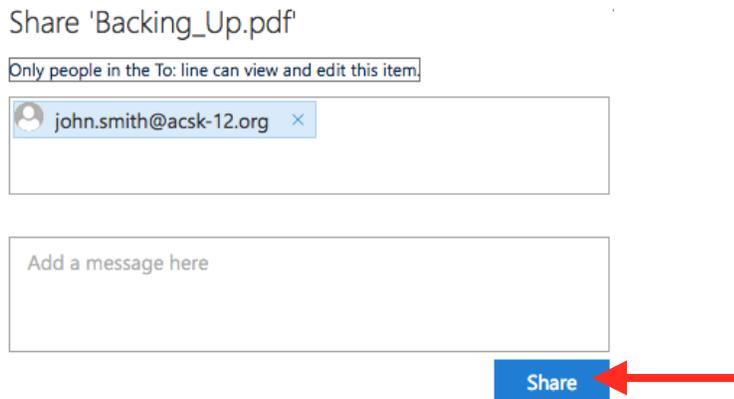**Permissions**
Backing_Up.pdf

Who can access this link:

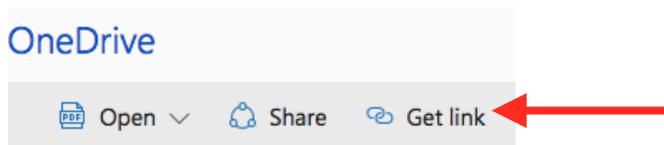| Only people in the To: line | |

✔ Allow editing

OK   Cancel

9. Click the **Share** button. The recipient will receive an email with a link to the document you are sharing.

Share 'Backing_Up.pdf'

Only people in the To: line can view and edit this item.

john.smith@acsk-12.org   ✕

Add a message here

Share

Using "Get Link" to Share

1. To email someone a link to your saved document, click on **Get a Link**.

OneDrive

📄 Open ⌄   ☁ Share   🔗 Get link

2. Click on "**Anyone with this link can edit this item**."

Share 'Backing_Up.pdf'   ✕

Anyone with this link can edit this item.

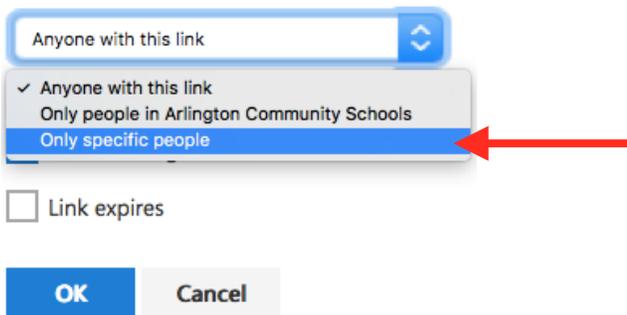🔗   https://arlingtoncommunityschools-my.sharepoint.c   Copy
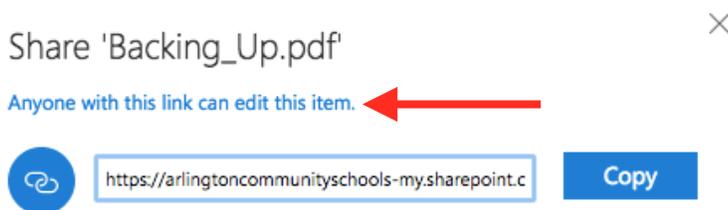
3. You have three options here. If you want only people within the district to have access, you can choose "**Only people in Arlington Community Schools**" or "**Only specific people**". If you choose "**Only specific people,**" you will need to type in their email address. If you choose, "**Only people in Arlington Community Schools,**" the recipient will need to log in to view the document. If you want someone without an ACS email address to view the document, choose "**Anyone with this link**."

Permissions
Backing_Up.pdf

Who can access this link:

Anyone with this link   ⬍

✓ Anyone with this link
  Only people in Arlington Community Schools
  Only specific people

☐ Link expires

OK   Cancel

4. If you would like the recipient to be able to edit the document, choose **Allow editing**. If not, uncheck this. Then, click **OK**.

5. Click the **Copy** button.

6. Go to Outlook and compose an email. Paste the copied link into the email. (If you are placing the link on your website, copy the link to Weebly.)