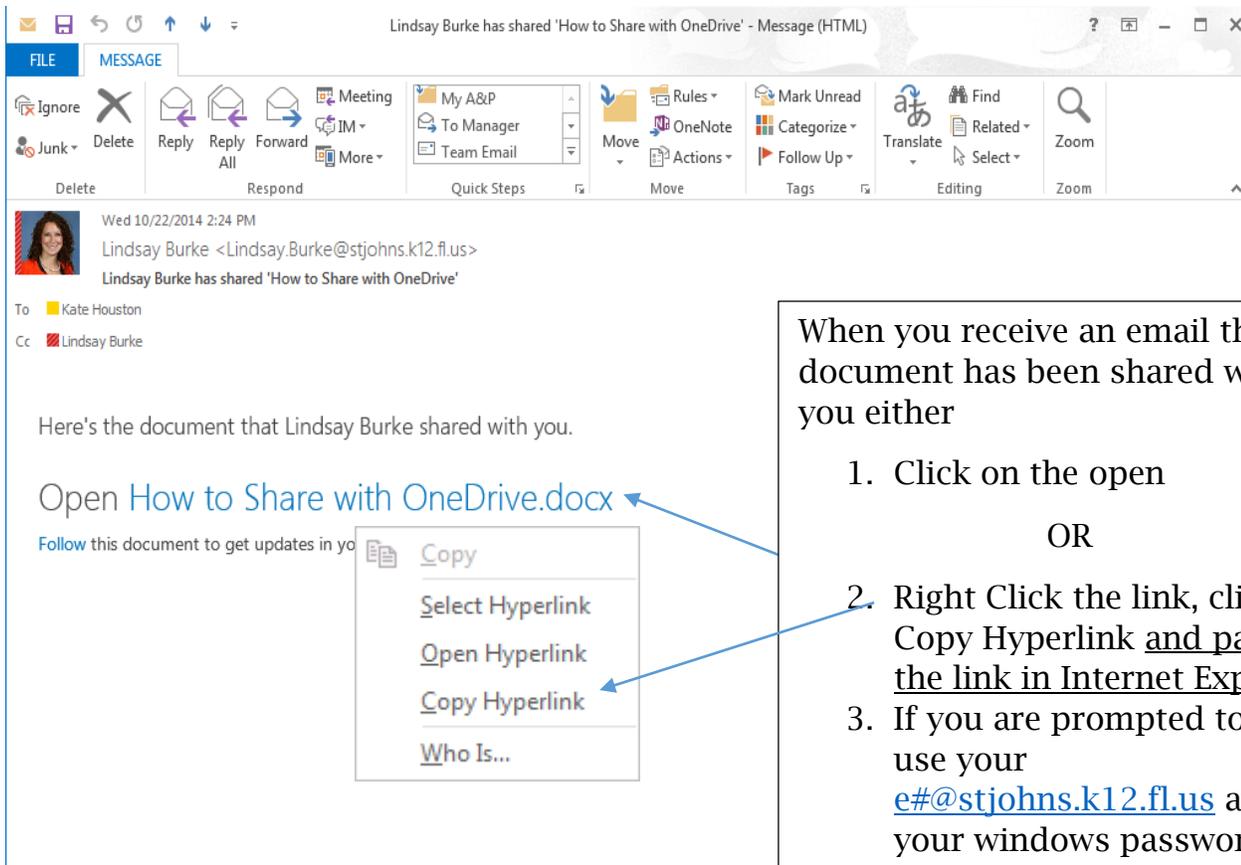


Opening a Document that has Been Shared with You

If someone has shared a document through OneDrive with you there are two ways to access that document. Both options are listed below.

1. Opening through email



The screenshot shows an email from Lindsay Burke dated Wednesday, 10/22/2014 at 2:24 PM. The subject is "Lindsay Burke has shared 'How to Share with OneDrive'". The email body contains the text "Here's the document that Lindsay Burke shared with you." followed by a blue hyperlink: "Open [How to Share with OneDrive.docx](#)". Below the link is the text "Follow this document to get updates in yo". A context menu is open over the link, showing options: "Copy", "Select Hyperlink", "Open Hyperlink", "Copy Hyperlink", and "Who Is...". The "Copy Hyperlink" option is highlighted. A text box on the right side of the image contains the following instructions:

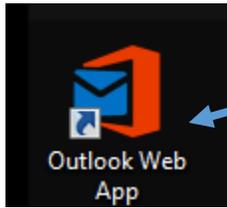
When you receive an email that a document has been shared with you either

1. Click on the open

OR

2. Right Click the link, click Copy Hyperlink and paste the link in Internet Explorer
3. If you are prompted to login use your e#@stjohns.k12.fl.us and your windows password.

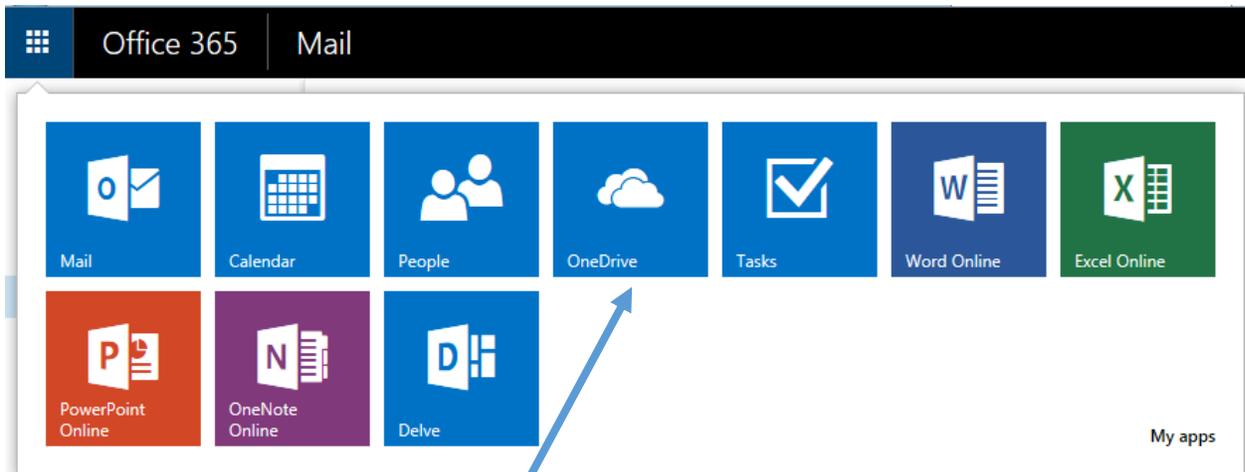
Opening through Outlook Web App (OWA)



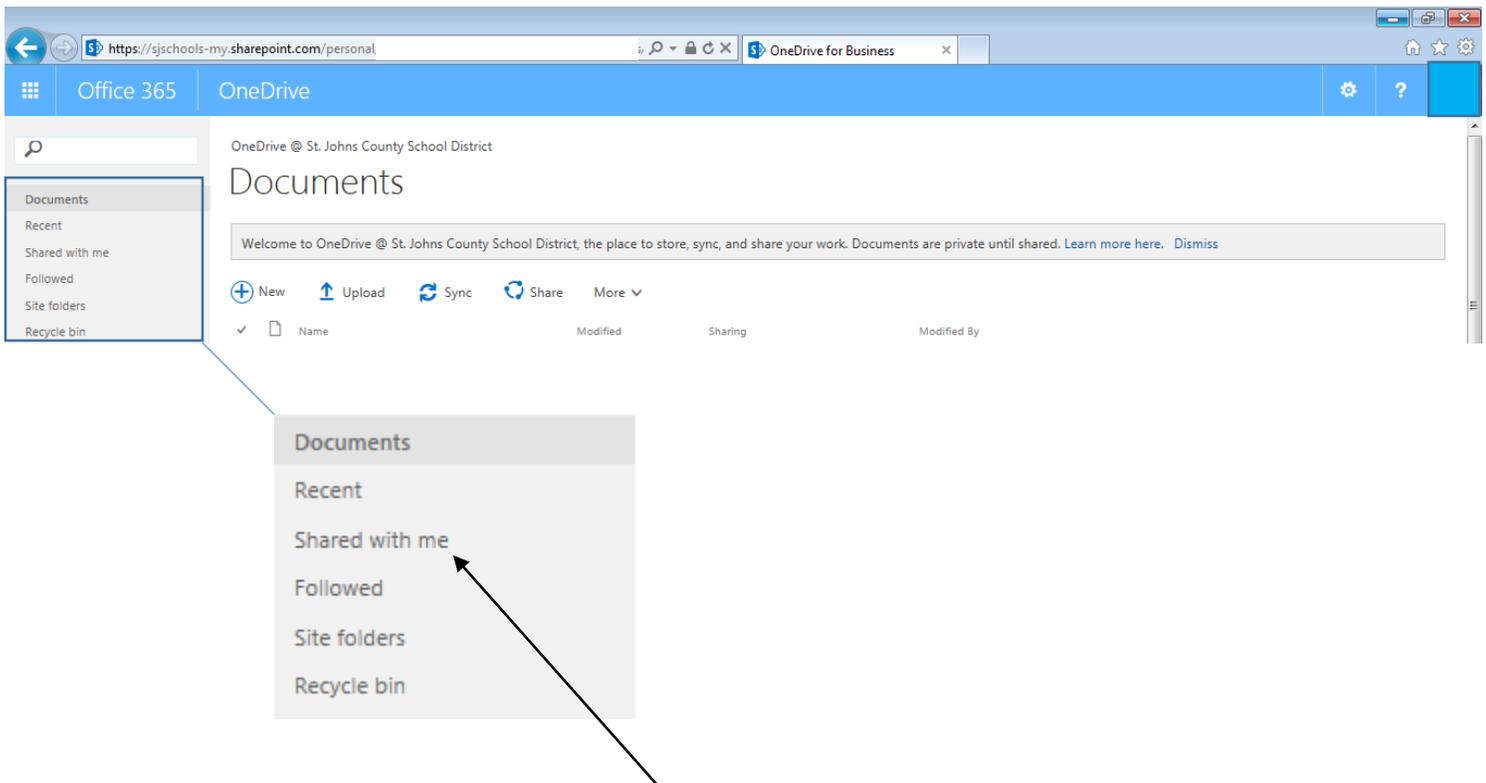
1. Locate and open the Outlook Web App located on your desktop.



2. You will automatically be taken to your Outlook mailbox.
3. Click on the square dots in the top left corner.



4. Click OneDrive to be taken to your cloud storage.



4. Click the “Shared with Me” link.

5. The document that has been shared with you will be located there.