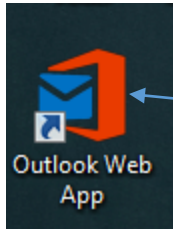
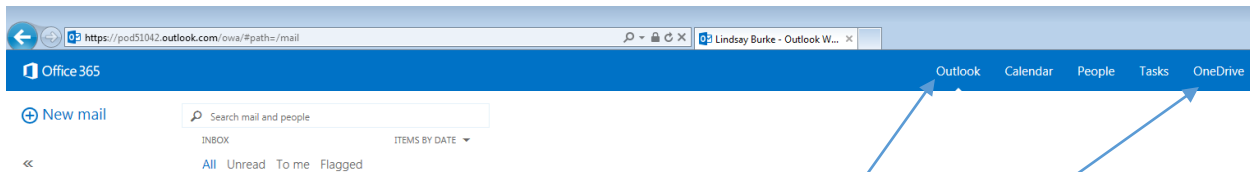


Sharing With OneDrive

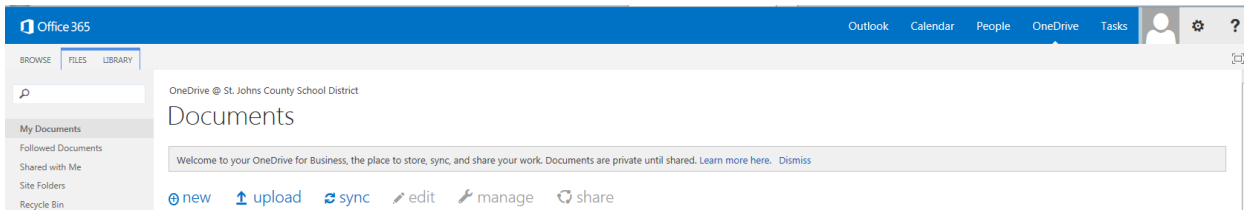
Share and store documents on OneDrive cloud storage.



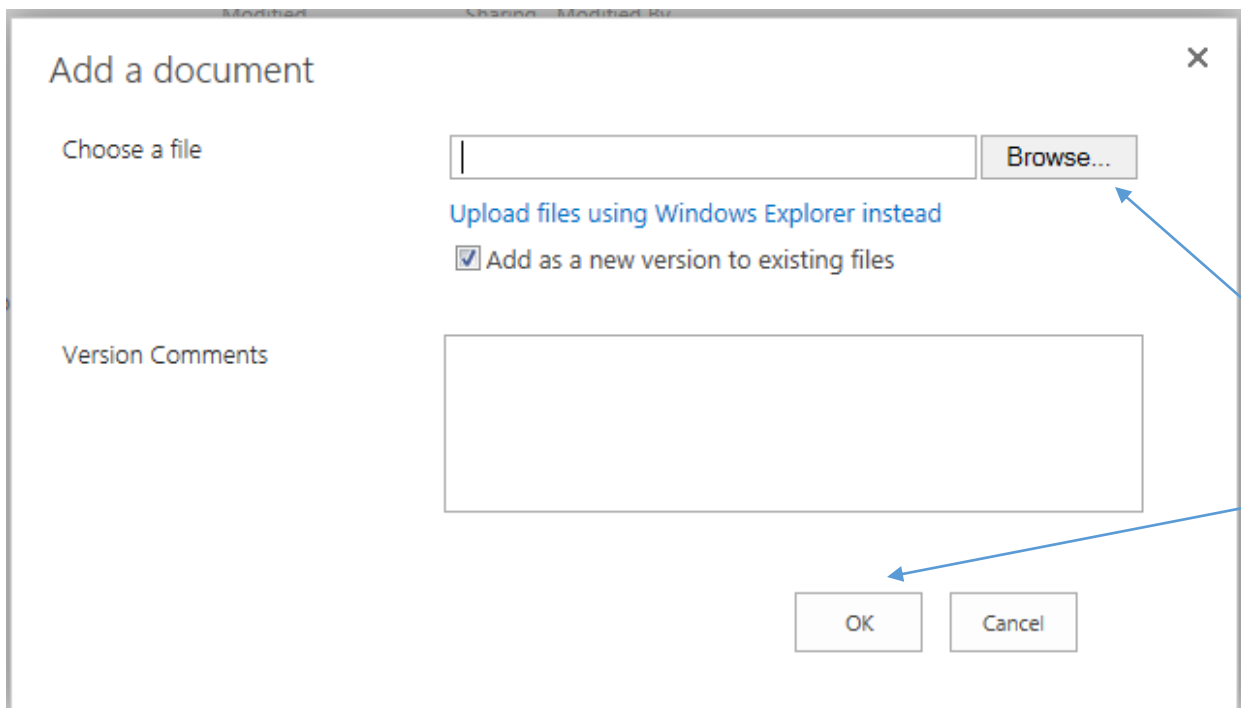
1. Double click the Outlook Web App icon on your desktop to open Office 365 Online.



2. You will automatically be taken to your Outlook mailbox.
3. Click OneDrive to be taken to your cloud storage.



4. Click upload to add a document to your OneDrive.



5. Choose the file you would like to upload and click OK.

Sharing With OneDrive

Share and store documents on OneDrive cloud storage.

OneDrive @ St. Johns County School District

Documents

Welcome to your OneDrive for Business, the place to store, sync, and share your work. Documents are private until shared. [Learn more](#)

The screenshot shows the OneDrive interface with a list of documents on the left and a context menu for the 'Digital Citizenship' document on the right. The context menu includes options for 'EDIT', 'SHARE', and a three-dot menu. A blue arrow points from the three-dot menu icon in the document list to the 'SHARE' button in the context menu.

6. Once the document has been uploaded, click the three dots icon to share.

7. Click Share.

9. Decide if you want the individuals to edit or view the document you're sharing.

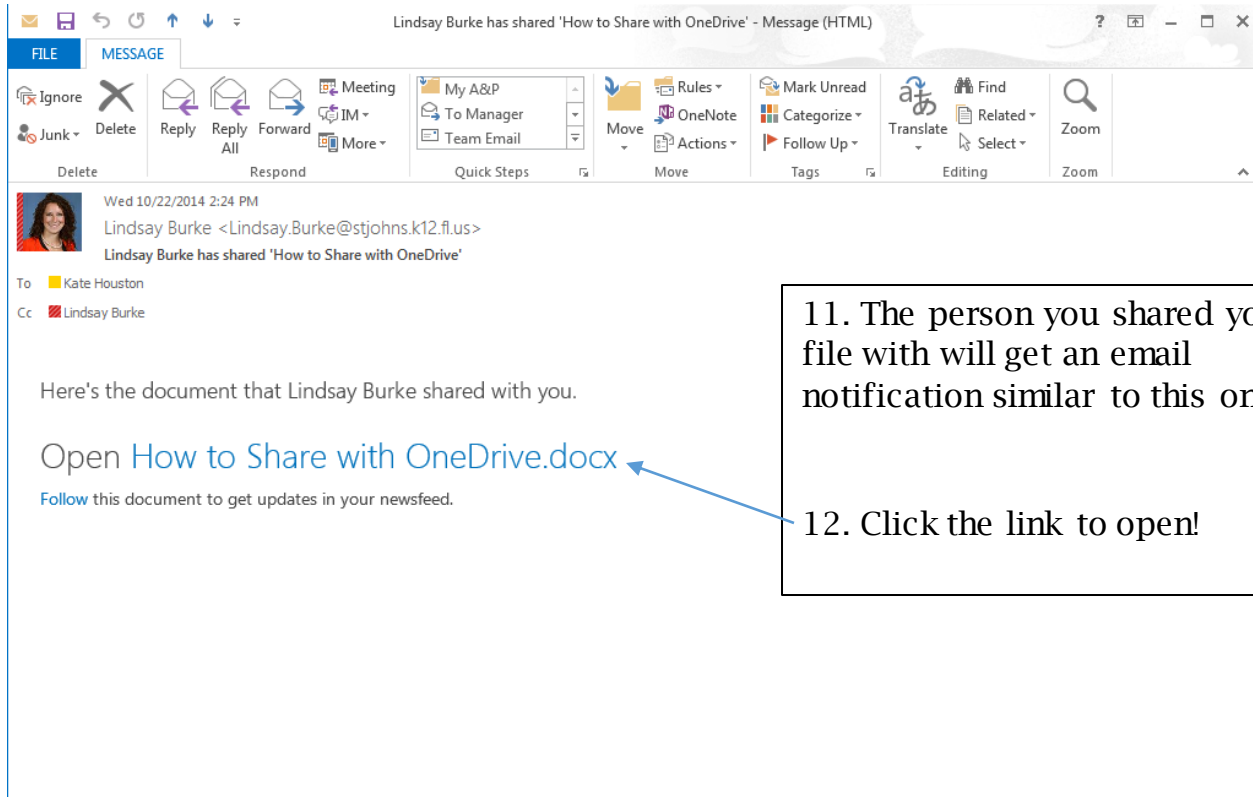
The screenshot shows the 'Share' dialog box for a document named 'Pearson'. It includes a lock icon and the text 'Only shared with you'. There is a text input field for 'Enter names, email addresses, or 'Everyone''. Below it is a text area for 'Include a personal message with this invitation (Optional)'. A dropdown menu is set to 'Can edit'. At the bottom, there are 'Share' and 'Cancel' buttons. A blue arrow points from the 'Can edit' dropdown to the 'Share' button.

8. Type in the names of the individuals within the school district you'd like to share the document with OR type in the email address of an individual outside the school district you'd like to share with.

10. Click share.

Sharing With OneDrive

Share and store documents on OneDrive cloud storage.



11. The person you shared your file with will get an email notification similar to this one.

12. Click the link to open!

If you have any further questions please visit <http://webhelpdesk.stjohns.k12.fl.us> or call 904-547-HELP (4357).