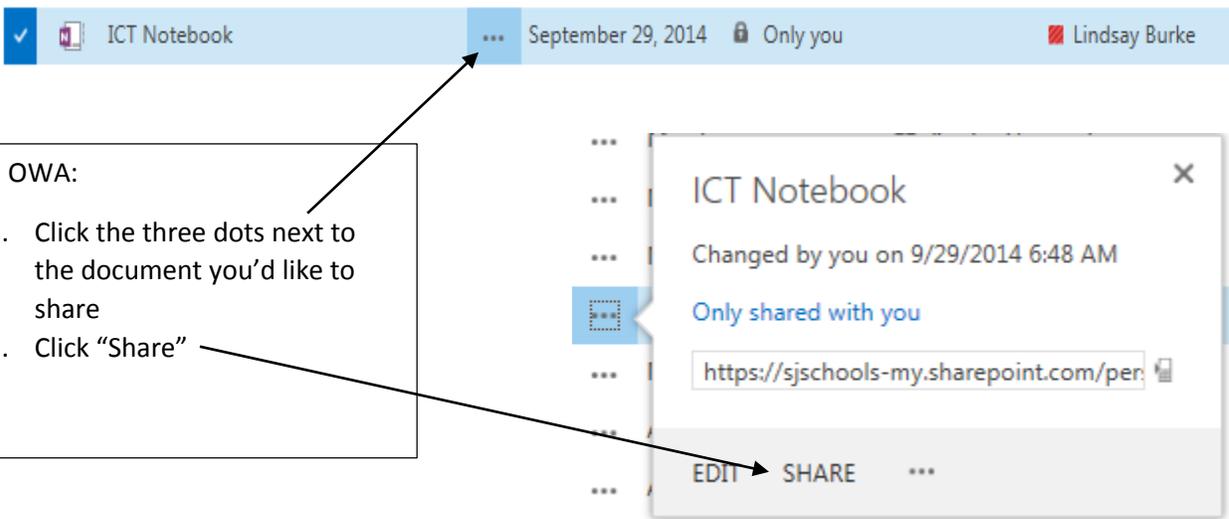


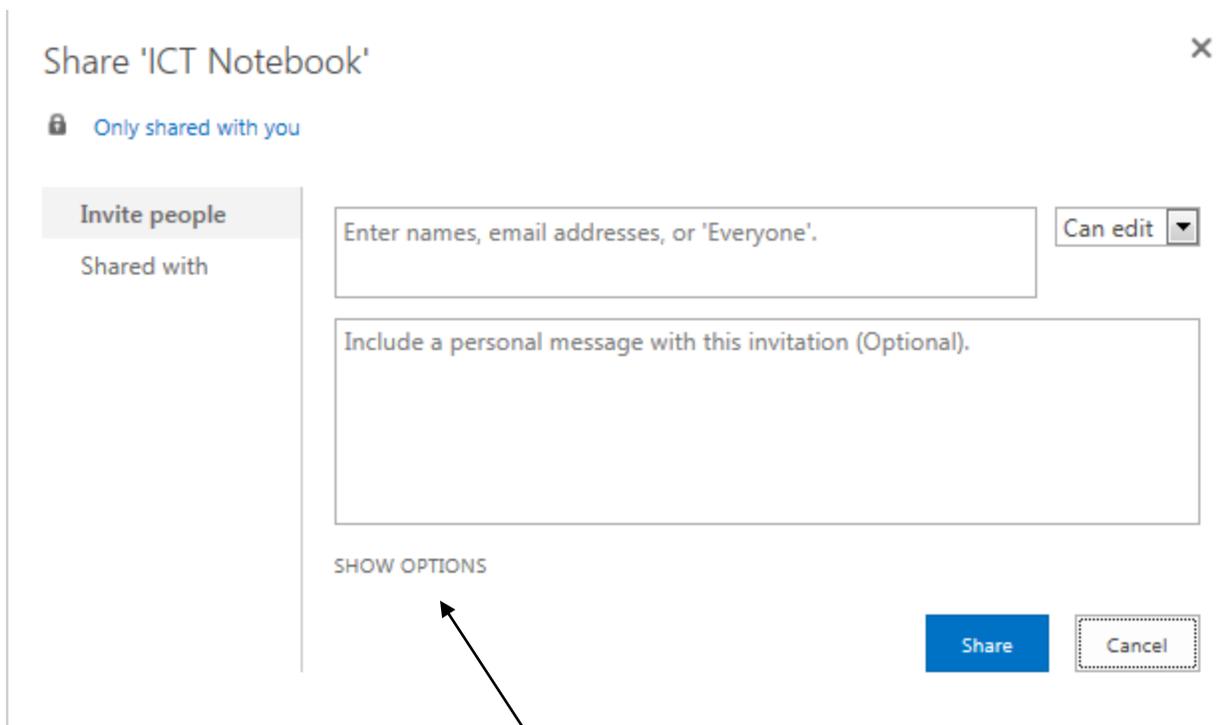
How to Share a Document through OneDrive Without Sending an Email



The screenshot shows the top of a OneDrive window for a document titled "ICT Notebook". The document is dated "September 29, 2014" and is "Only you" visible. The user is "Lindsay Burke". A context menu is open over the document, showing options like "EDIT" and "SHARE". A text box on the left contains instructions for the first two steps.

From OWA:

1. Click the three dots next to the document you'd like to share
2. Click "Share"



The screenshot shows the "Share 'ICT Notebook'" dialog box. It is currently set to "Only shared with you". There is a text input field for "Enter names, email addresses, or 'Everyone'." and a dropdown menu for "Can edit". Below that is a text area for "Include a personal message with this invitation (Optional)". At the bottom, there is a "SHOW OPTIONS" link, a blue "Share" button, and a "Cancel" button.

3. Click "Show Options"

How to Share a Document through OneDrive Without Sending an Email

Share 'ICT Notebook' ✕

 Only shared with you

Invite people

Shared with

Enter names, email addresses, or 'Everyone'. Can edit ▾

Include a personal message with this invitation (Optional).

HIDE OPTIONS

Send an email invitation

Share Cancel

4. Uncheck "Send an email invitation"