Sharing an Office 365 file

You can share an Office 365 document or file to other people in the campus community by sharing it through the document. Although I am showing this for a PowerPoint document, you can follow the same steps to share a Word, Excel, Forms or other Office 365 program

1. Click Share in the upper corner of the page. This
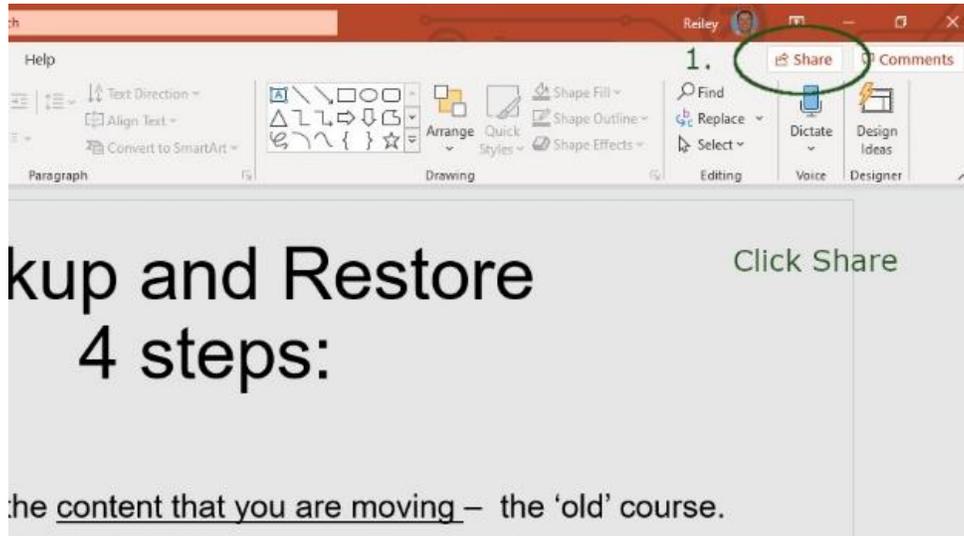
2. Click on the button that says Anyone with the Link can view
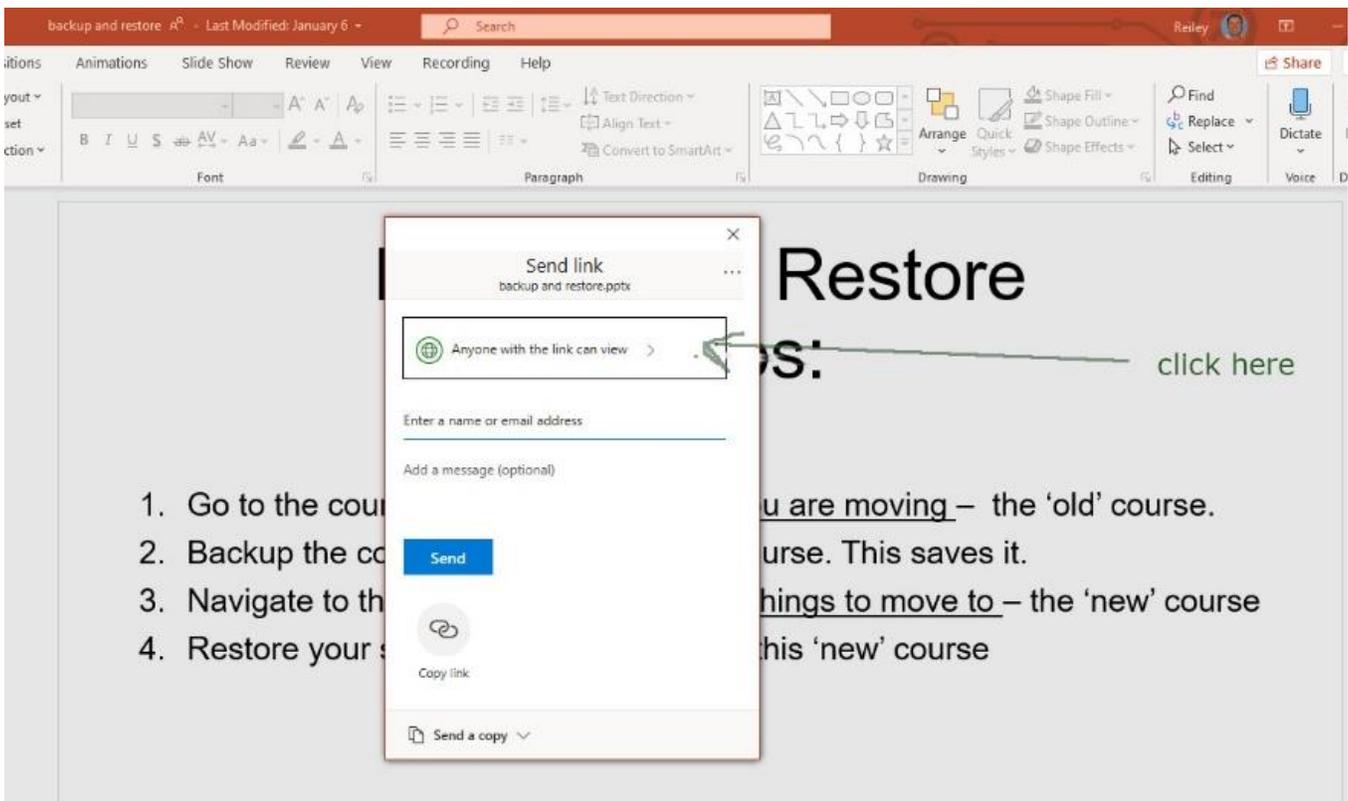
3. If you want to limit the permissions of who can view the file or document, pick on one of the options below Anyone with the Link. If you want the people to be able to edit the file and not simply view it, then tick the box for Allow Editing. Click Apply.
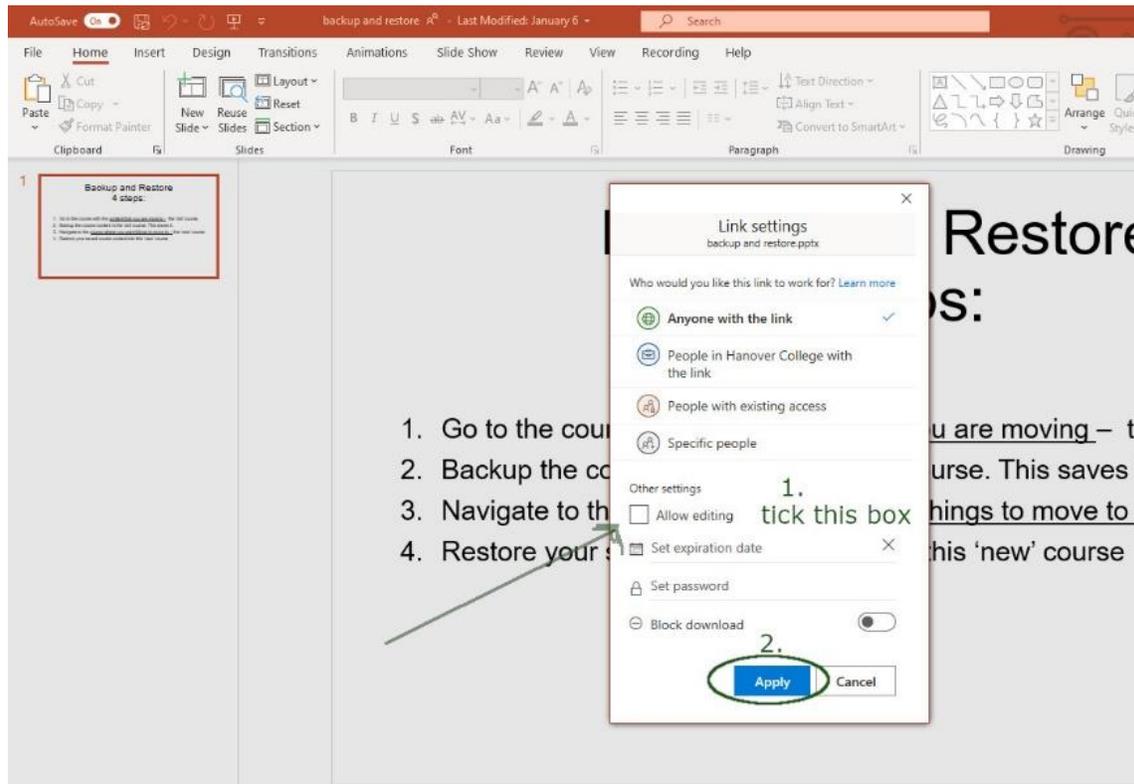
4. Begin typing out a name of someone in the Hanover community who you want to receive this file. Their name will appear in a box with a colored icon below the line. Click on this box.
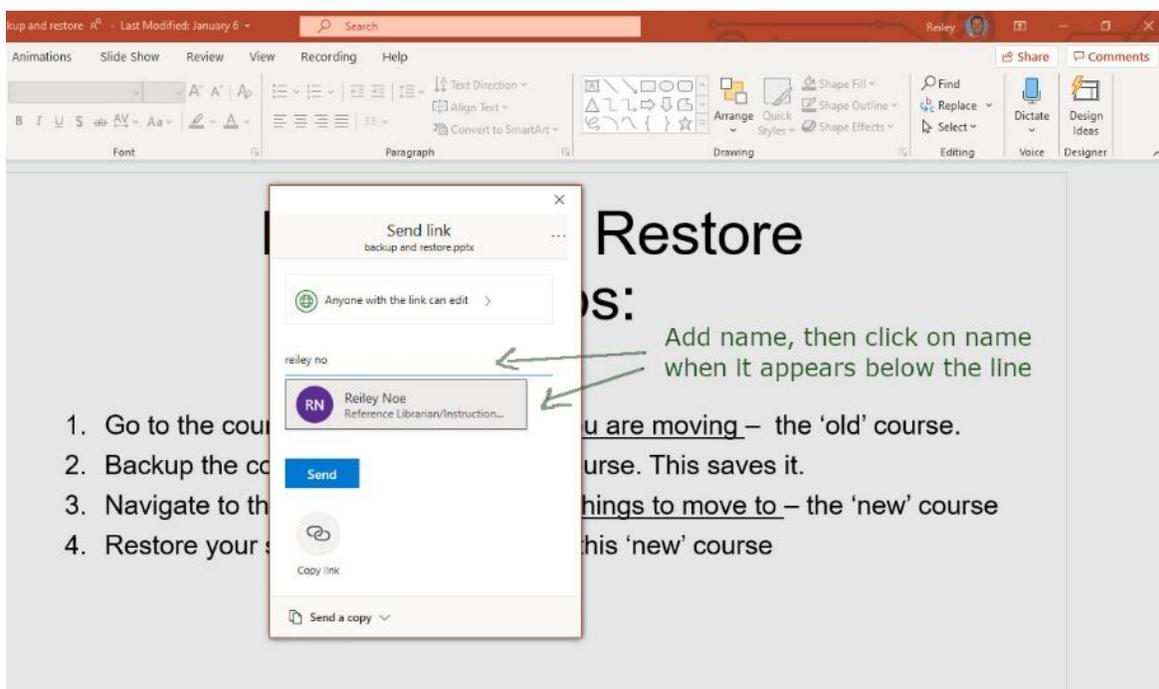
5. That person's name appears in a bubble above the line. Add any other people that you want to make the document available to. Click Send when you want to send out the access to the document and the recipient will get an e-mail allowing them to access the document. If you want to generate a link to this – to put in a document or on a Moodle page – then click on Copy Link.

    We will click Send to send out an email with access instructions.
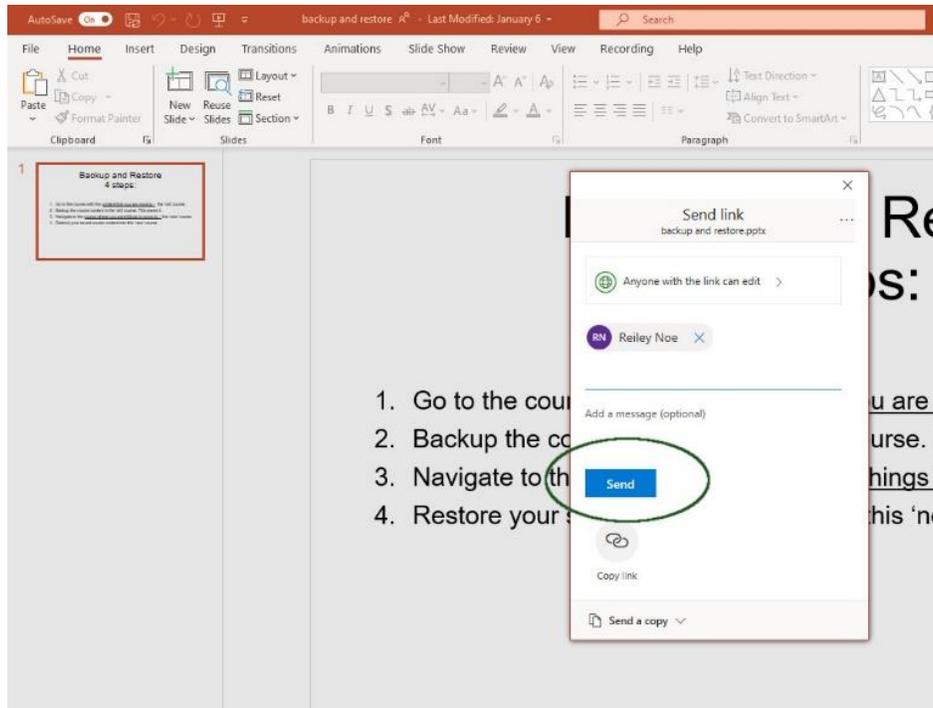
6. You'll get a confirmation that it was sent.
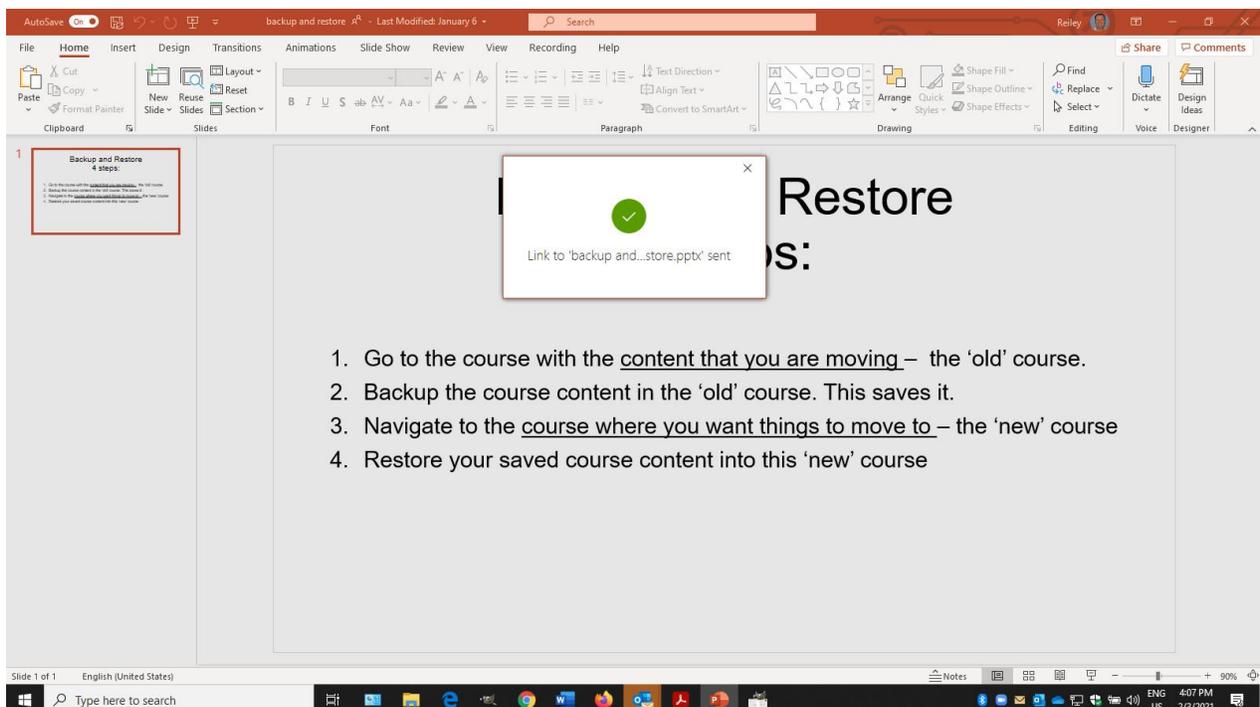
7. This is what the recipient will receive in their inbox.
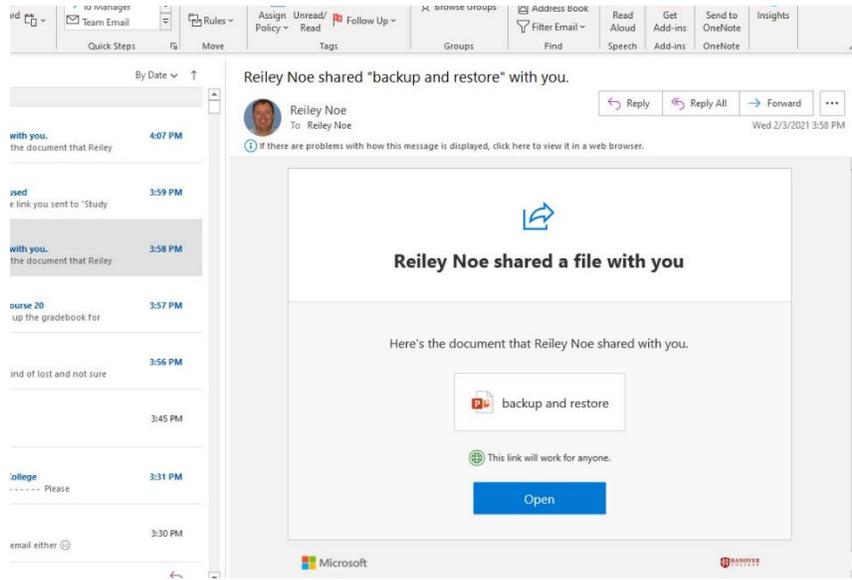
8. Instead of sending access to the document through an e-mail, you can generate a link to the document that you can put in Moodle.

Click on copy and the highlighted link will be copied to a clipboard. When you click paste, this link to the document will be pasted where you'd like.