Share a Word Document in Microsoft Office 365

These directions explain how to share a Word Document created in Microsoft Office 365.

Sharing a Word Document via Hyperlink

1. Open a Microsoft Word document saved in OneDrive.

2. Click the Share button in the top right corner.

3. Select who will have access to the share link by clicking on the downward caret next to Only the people you specify will have access to edit.

4. Select the access preference.

5. Complete the additional share settings.
   Note: If you do NOT want others to edit the document, UNcheck the Allow editing box.

6. Click Apply.

7. Click Copy Link.

8. Click Copy.

9. Paste the link in location where you want others to access.
Share a Word Document via Typing Name(s)

1. Open a **Microsoft Word document** saved in OneDrive.

2. Click the **Share** button in the top right corner.

3. Type the first and last name(s) of CCSD staff or student(s) in the field that says **Enter a name or email address**.  
**Note:** Names will auto-populate from CCSD Outlook Global Address book.

4. Click **Send**. The receiver(s) will receive an email notification, and the document will appear in the ”Shared with Me” section of his or her OneDrive.  
**Note:** You may click Copy Link or Outlook for more options to share. However, you must click Send for the receiver to receive rights to edit or view.