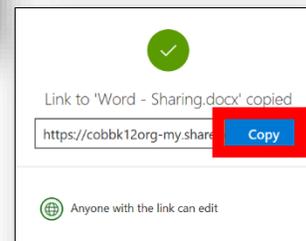
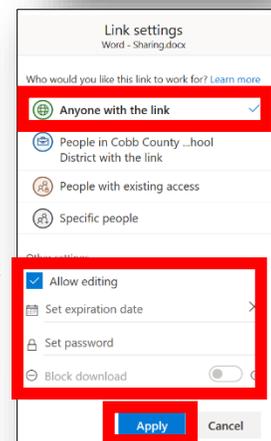
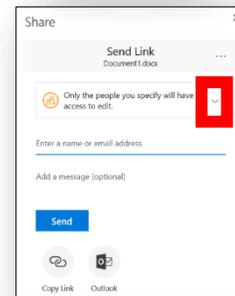


Share a Word Document in Microsoft Office 365

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)

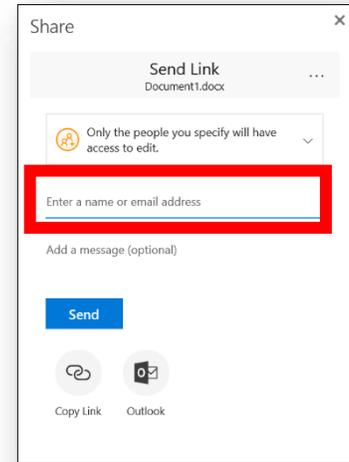
1. Open a **Microsoft Word document** saved in OneDrive.



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.

