

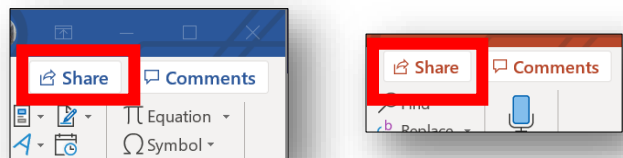
Getting a Share Link from Word or PowerPoint

These directions explain how to get a share link from a Word or PowerPoint file in Microsoft Office 365.

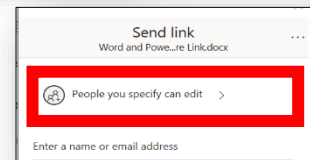
1. Open Microsoft Office 365 or type the following URL into a web browser:
<http://office365.cobbk12.org>

2. Open **Word** or **PowerPoint**.  

3. Click **Share** in the upper right corner.
Note: Sometimes you will only see the share arrow icon without the word "Share."

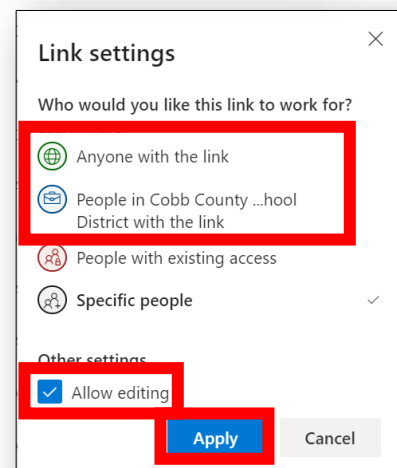


4. Click on the **People you specify can edit box**.



5. Select the **type of link** you need.

6. **Uncheck Allow editing** if you want the document to be read only.



7. Click **Apply**.

8. Click **Copy Link**.

