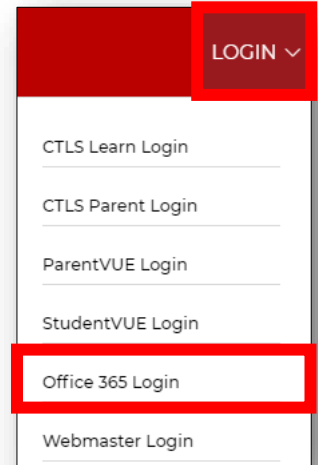
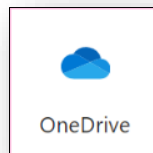


# Getting a Share Link from OneDrive

These directions explain how to get a share link from OneDrive.

## Share Link from OneDrive

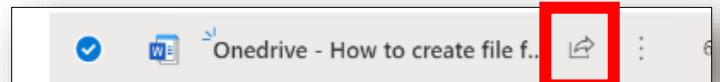
1. Log into **Office 365**.
  - a. Go to [www.cobbk12.org](http://www.cobbk12.org) > **Login** > **Office 365 Log-In**.
  - b. If prompted, log in using full Cobb County email address and Cobb County computer password.



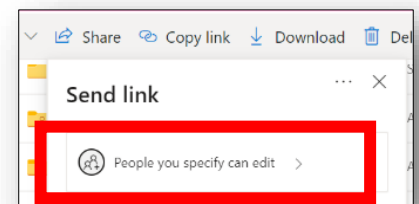
2. Open **OneDrive**.
3. Hover your **mouse over** the file you want to share.

4. Click on the **Share icon** to the right of the item you want to share.

*Note: You can also select the circle in front of the item and Share at the top of the page.*

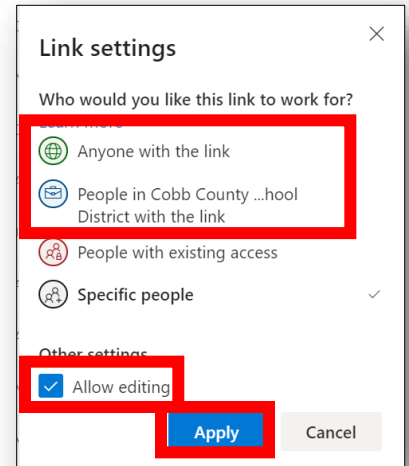


5. Click on the **People you specify can edit box** and



6. Click on the kind of link you need.  
*Note: if you want the document to be Read Only, then **uncheck** Allow editing.*

7. Click **Apply**.



8. Click **Copy Link**.

