

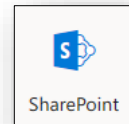
# How to Share a Document from the School SharePoint Site

These directions explain how to share a document from the School SharePoint Site.

**Note: Documents saved to the School SharePoint cannot be directly shared from SharePoint. You will have to save a copy of the document to your OneDrive and then share the document from your OneDrive.**

## Save a Copy of a Document from School SharePoint

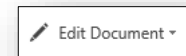
1. Open your **School SharePoint Site** via Office 365.



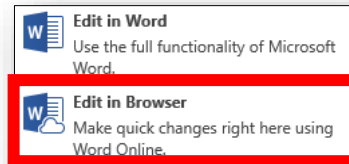
2. Navigate to the desired **folder**.

3. Click on the name of the document to open the document.

4. If the document opens in Reading View, click **Edit Document**.



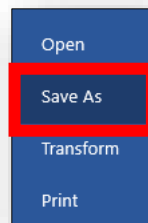
5. Click **Edit in Browser**.



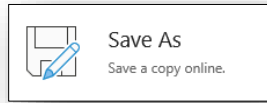
6. Click **File**.



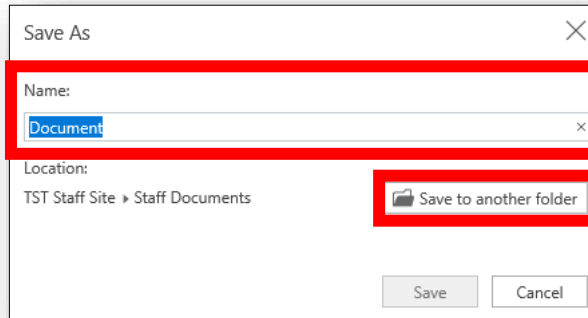
7. Click **Save As**.



8. Click **Save As**.

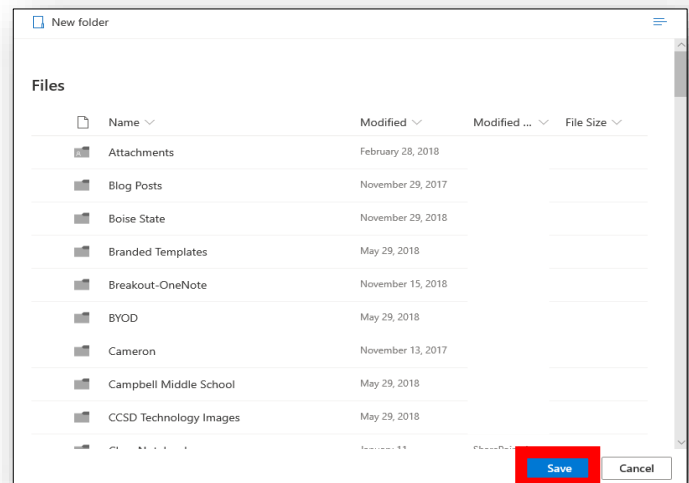


9. Name/Rename the document.



10. Click **Save to another Folder**.

11. Choose the location in your OneDrive to Save the File.



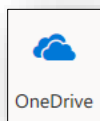
12. Click **Save**.

## Share a Document from OneDrive

1. Log into **Office 365**.



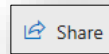
2. Open **OneDrive**.



3. Navigate to the appropriate Folder location of the File.
4. Choose one of the following options to **Share**:
  - a. Hover over the document name to click the **share icon**.



- b. Click on the **radio bubble** to the left of the document name. Then Click **Share** on the top tool bar.



- c. Click on the **name of the document** to open it. Click **Share** in the upper right corner.



Click on the **Sharing Options Box** to choose one of the following ways to Share:

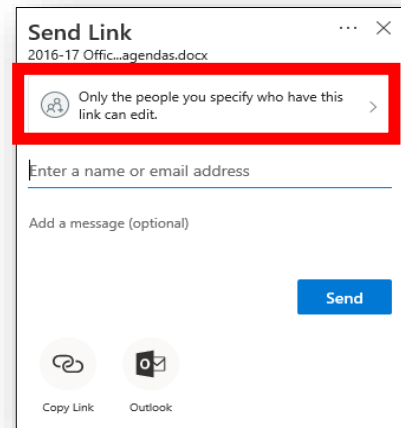
Share Directly with People

Share with People in your Organization Link

Share with Anyone Link

Reshare with People that already have access

*Note: See the section headings below for directions for each sharing option.*



## Share Directly with Specific People Link

1. Choose **Specific People**.

*Note: This will share the document with only the people you specify. The recipient will receive an email and the document can be accessed from their OneDrive-Shared Files.*

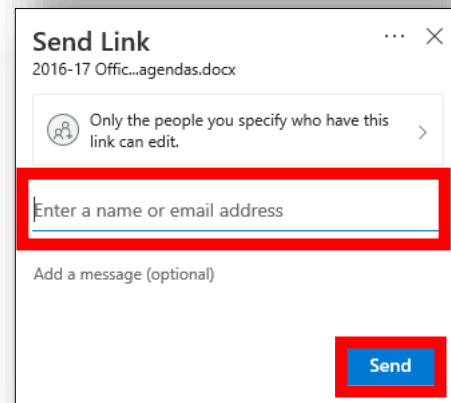
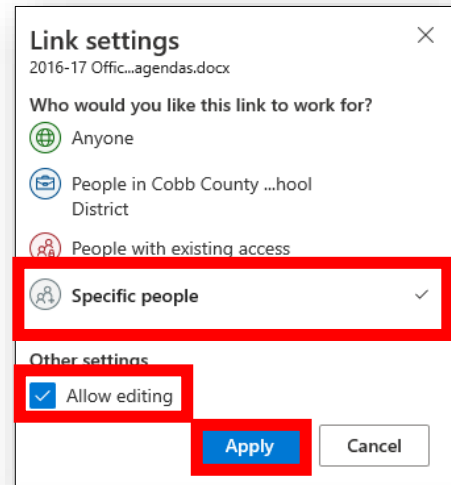
2. Choose the editing option.

3. Click **Apply**.

4. **Enter the recipient(s) name(s)**. Click on their name when it appears.

*Note: Names will populate from the district directory.*

5. Click **Send**.



## Share with People in your Organization Link

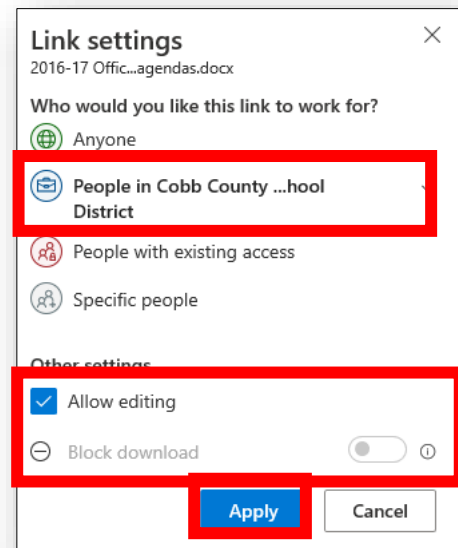
1. Choose **People in Cobb County School District**.

*Note: This will create a link that you will be able to distribute to others via email, posting on a website or blog, creating a QR code, etc. that will ask recipients to log in with their Office 365 credentials to access the file.*

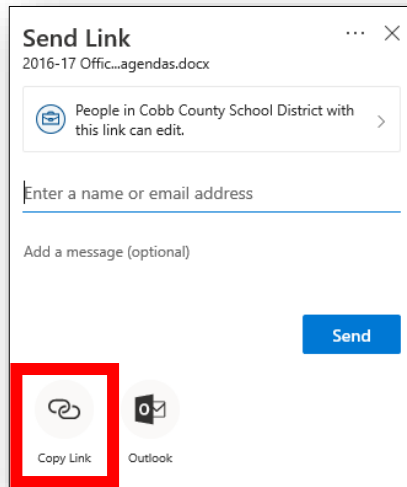
2. Choose the editing option.

3. If Allow editing is unchecked, you have the option to block the recipient from downloading a copy of the document.

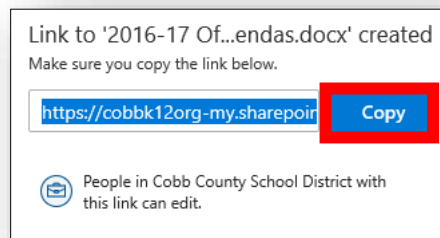
4. Click **Apply**.



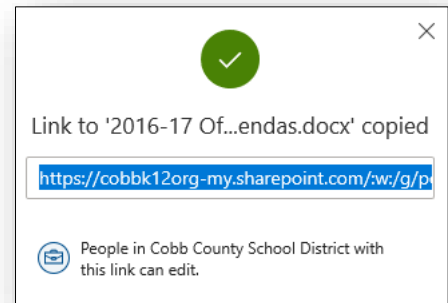
5. Click **Copy Link**.



6. Click **Copy**.



7. **Paste the link** in an email, post it on a blog or website, create a QR code, or use a URL shortner to distribute the link to recipients.

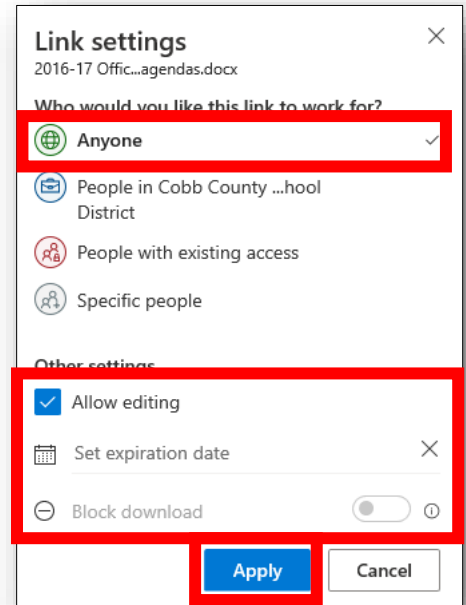


## Share with Anyone Link

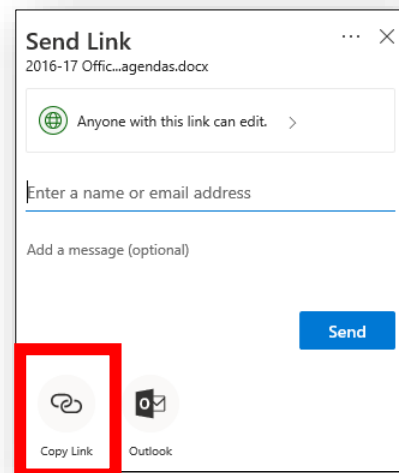
1. Choose **Anyone**.

*Note: This will create a link that you will be able to distribute to others via email, posting on a website or blog, creating a QR code, etc. that will ask recipients to log in with their Office 365 credentials to access the file.*

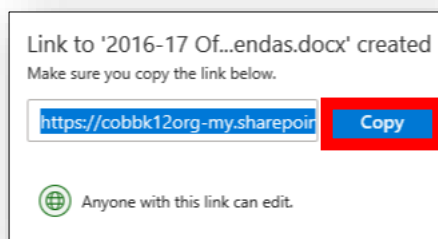
2. Choose to allow editing or not.
3. Set an expiration date, if needed.
4. If Allow editing is unchecked, you have the option to block the recipient from downloading a copy of the document.
5. Click **Apply**.



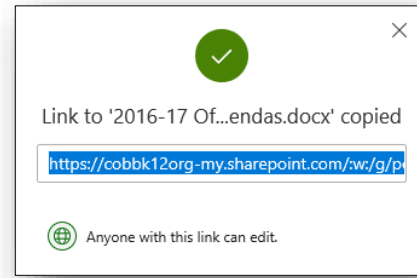
6. Click **Copy Link**.



7. Click **Copy**.



8. **Paste the link** in an email, post it on a blog or website, create a QR code, or use a URL shortener to distribute the link to recipients.

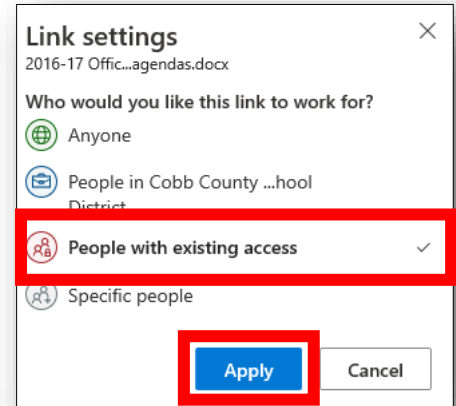


## Reshare with People that Already have Access

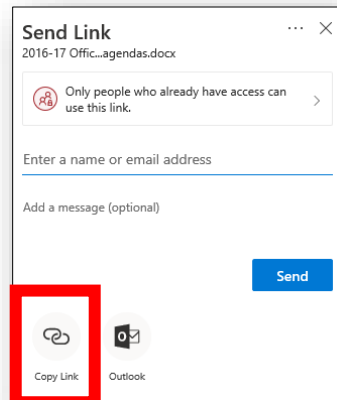
1. Choose **People with existing access**.

*Note: This will create a link that you will be able to give to people who already have access to the document. You must have previously shared the document with them from your OneDrive by typing in their names using Specific People share settings.*

2. Click **Apply**.



3. Click **Copy Link**.



4. **Paste the link** in an email to send to the person/people that already have access.

