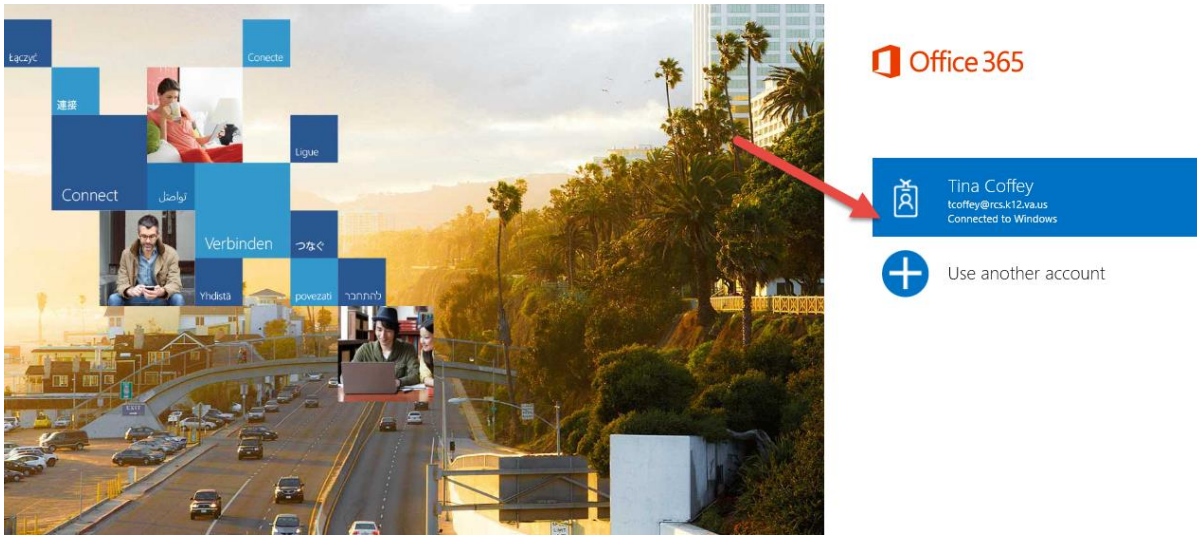
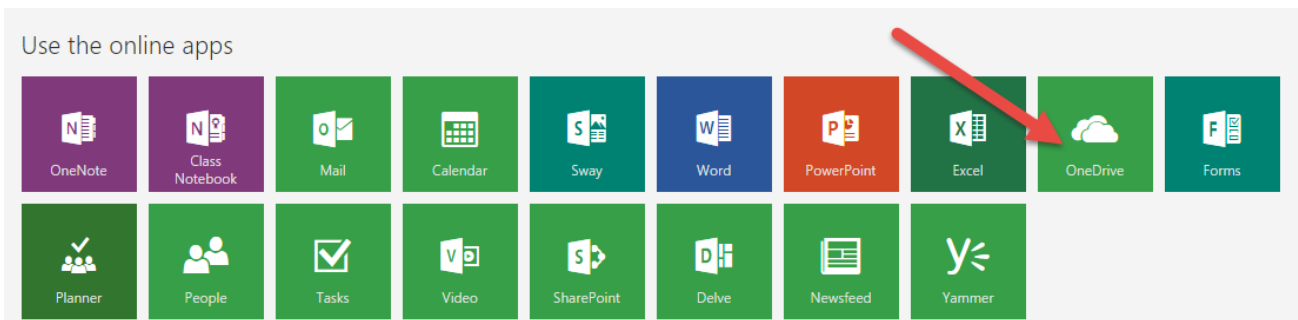


## Office 365: Sharing Files and Folders in One Drive

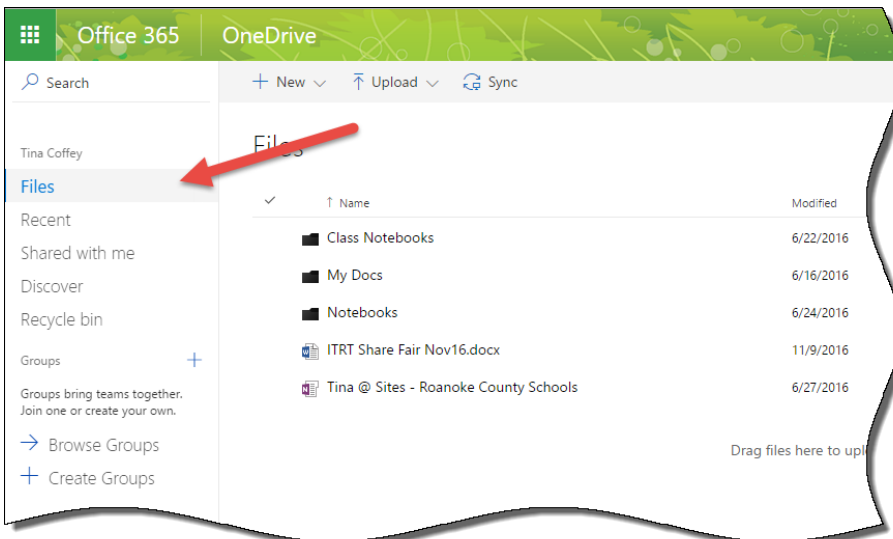
To use the sharing capabilities of One Drive, you must log into Office 365 online at <http://portal.office.com>



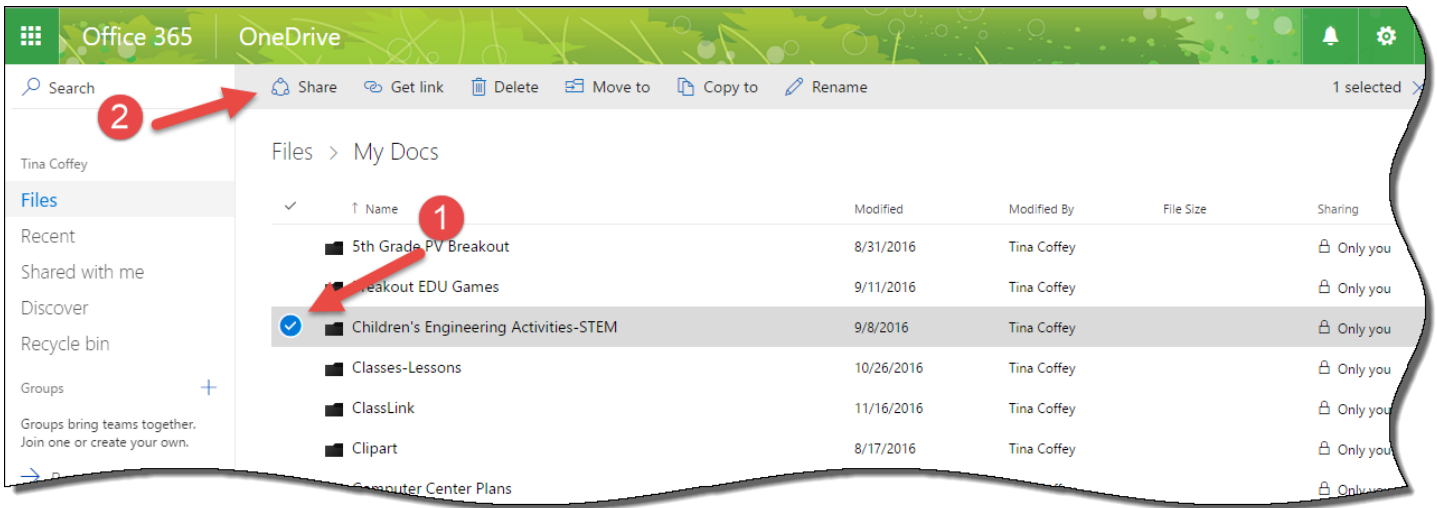
Choose **One Drive**.



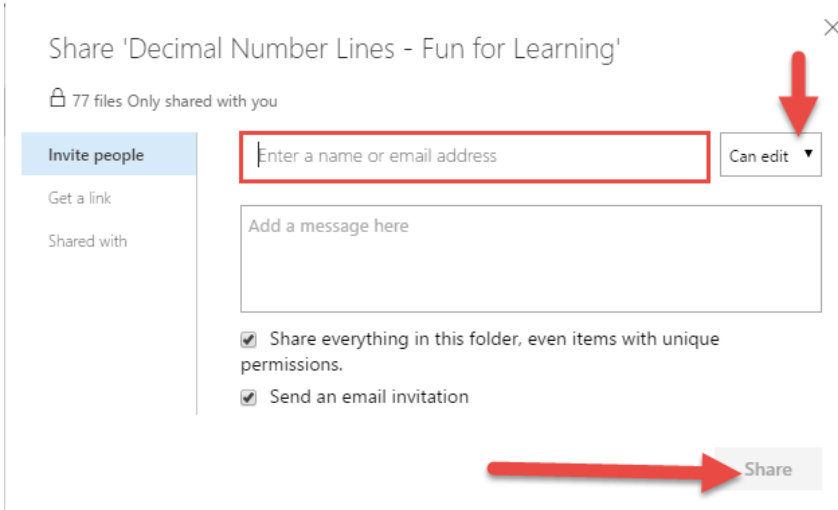
OneDrive is your storage area. You have 1 TB of storage space in OneDrive. This program makes it VERY easy to collaborate with other teachers by sharing files. You should see the files here that are stored in the One Drive folder on your teacher laptop.



To share a file or folder with someone else, select it. Then click on the **Share** icon



When the share box opens up, type the person's name, choose the level of sharing (can edit or can view) and click the **Share** button.



To find files that have been shared with you, click on the **Shared with me** link.

