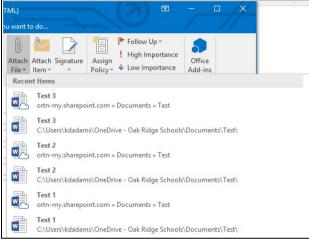
# Email Attachments and OneDrive



When attaching files in Outlook, it's important to know how the process works and what your attachment options are.

From an open email, click on the paperclip icon in the menu to attach a file. Your most recent files will show in the menu.



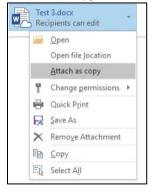
As you can see, in the most recent files list, there are two files with the same name. One will have a small cloud icon. These are the two copies of your document – one saved locally to your computer and the other saved in the cloud (Office365).

If you choose to attach the cloud file, the recipient will receive a link to this document, but not the actual document itself. If your recipients do not have a Microsoft account, be sure to choose the document that does not have the cloud icon.

#### Attach as Copy

If you have a document that is only stored in the cloud (and not saved locally on your computer), and you need to attach the actual file to an email, Microsoft has the Attach as Copy option.

Once the attached file is in the email, select the drop down arrow beside it. There will be an option to Attach as Copy. This will download the actual copy of the file instead of just a link to it.



## Email Attachments and OneDrive



### **Sharing Directly from OneDrive**

As with any Microsoft product, there is more than one way to share files. Below details how you can share documents directly from OneDrive.

- 1. Login to Office365 by going to http://ortn.edu/o365.
- 2. Select OneDrive, then navigate to the folder that contains the document you want to share. The option to Share is located in the top menu.

0	neDrive							CAL RESE SCHOOLS			
	👰 Open	$\sim$	🖧 Sh	are	👁 Get link	🛓 Download	d 📋 Delete	🔁 Move	to 🗈 Copy to	🖉 Rename	
	Share is selec vhen Office f			opens	that allows you	1 to choose who	to share it with. Ty	pe in the pers	son's name and/or en	nail address. Select	their
	Files > N	ot Syr	nc'd								
	🕑 în	lame					Modified	Modified			
	🕑 🍙 Tes	t 1.docx					A few seconds ag	IO KENNET			
							Drag files here to u	pload			
				- 1	Share 'Tes	t 1.docx'		×			
nen					Anyone with this	link can edit this item.					
					( KENNETH	ADAMS ×					
					Add a messa	ge here					
								Share			

3. Clicking on "Anyone with this link can edit this item" will give you three security options which will dictate who can access the document, whether or not they can edit the document, and a date on which the link will expire.

Permissions Test 1.docx					
Who can access this link:					
Anyone with this link Only people in Oak Ridge Schools Only people in the To: line					
Allow editing					
Link expires					
ОК	Cancel				

## Email Attachments and OneDrive



### **OneDrive Sharing Security**

When a document is shared in OneDrive, only that document is accessible. No other files in the container folders are visible. Sharing a folder in OneDrive is similar to sharing a file.

You can see the sharing status of a folder from either the folder list or during work on the folder itself.

Not Sync'd	A few seconds ago KENNETH ADAMS	🔒 Only you
	1	
Not Sync'd		
A few seconds ago		
$\checkmark$ Recent Activity		
∧ Sharing Email everyone		
This folder is not shared.		
Add People		
KENNETH ADAMS		
Owner		
Advanced		

To share the folder, you can do so by clicking "Add People." The sharing menu is similar to the one for files, but has options for:

- Sharing of everything in the folder
- Whether or not a sign in is required
- Allows for an invitation email to be sent

Share 'Not S	ync'd'
🔒 Only shared with	you
Invite people	Can edit 🗸
Get a link	
Shared with	Add a message here
	☑ Share everything in this folder, even items with unique permissions.
	☑ Require sign-in
	✓ Send an email invitation
	Share