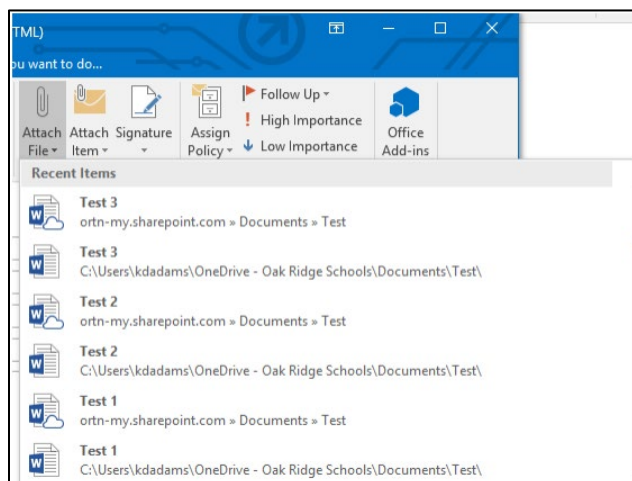


Email Attachments and OneDrive

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.



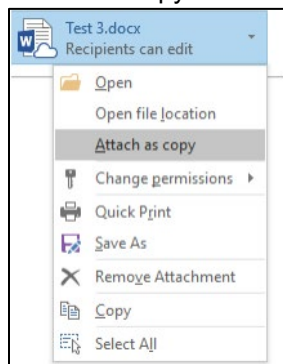
As you can see, in the most recent files list, there are two files with the same name. One will have a small cloud icon. These are the two copies of your document – one saved locally to your computer and the other saved in the cloud (Office365).

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.

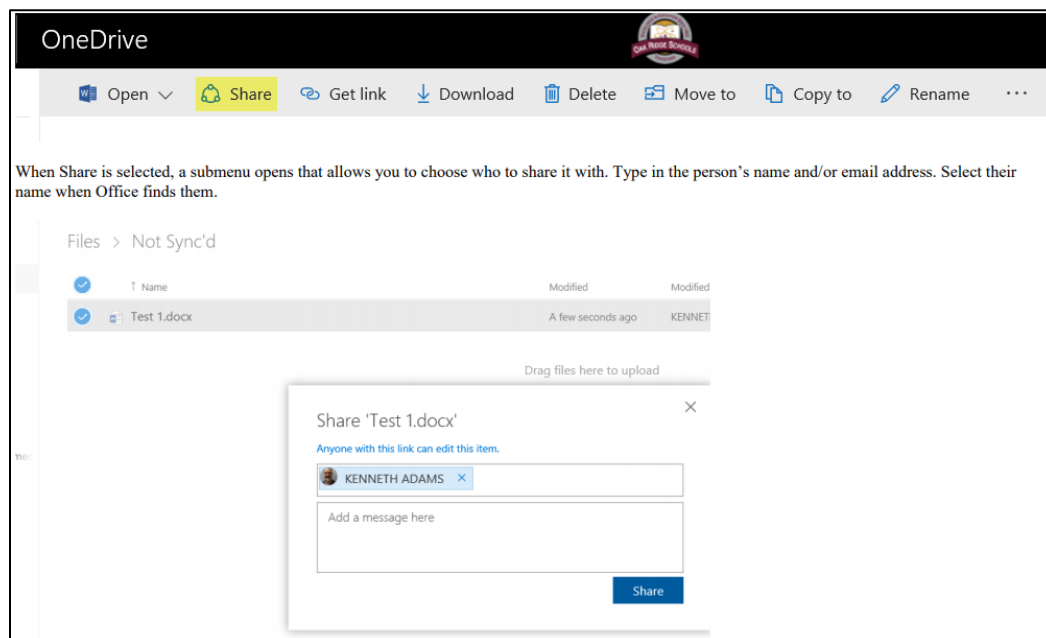


Email Attachments and OneDrive

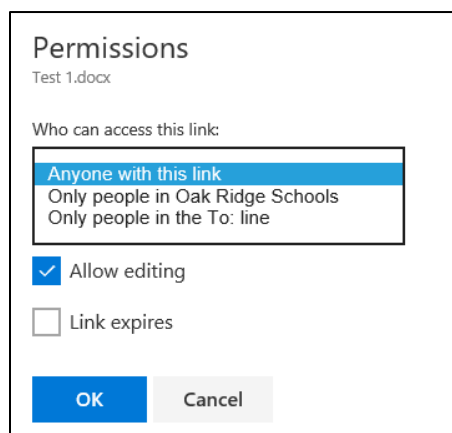
Sharing Directly from OneDrive

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.



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.

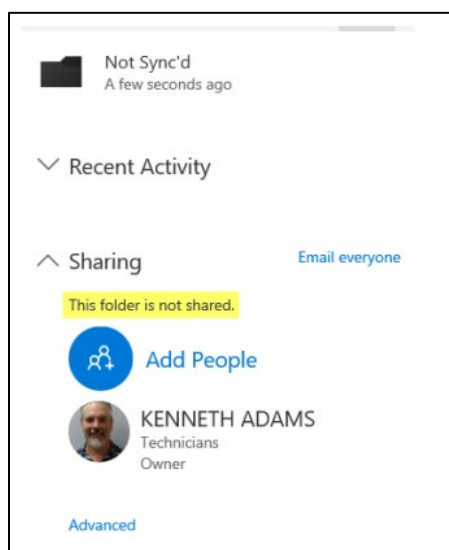


Email Attachments and OneDrive

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.



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

