

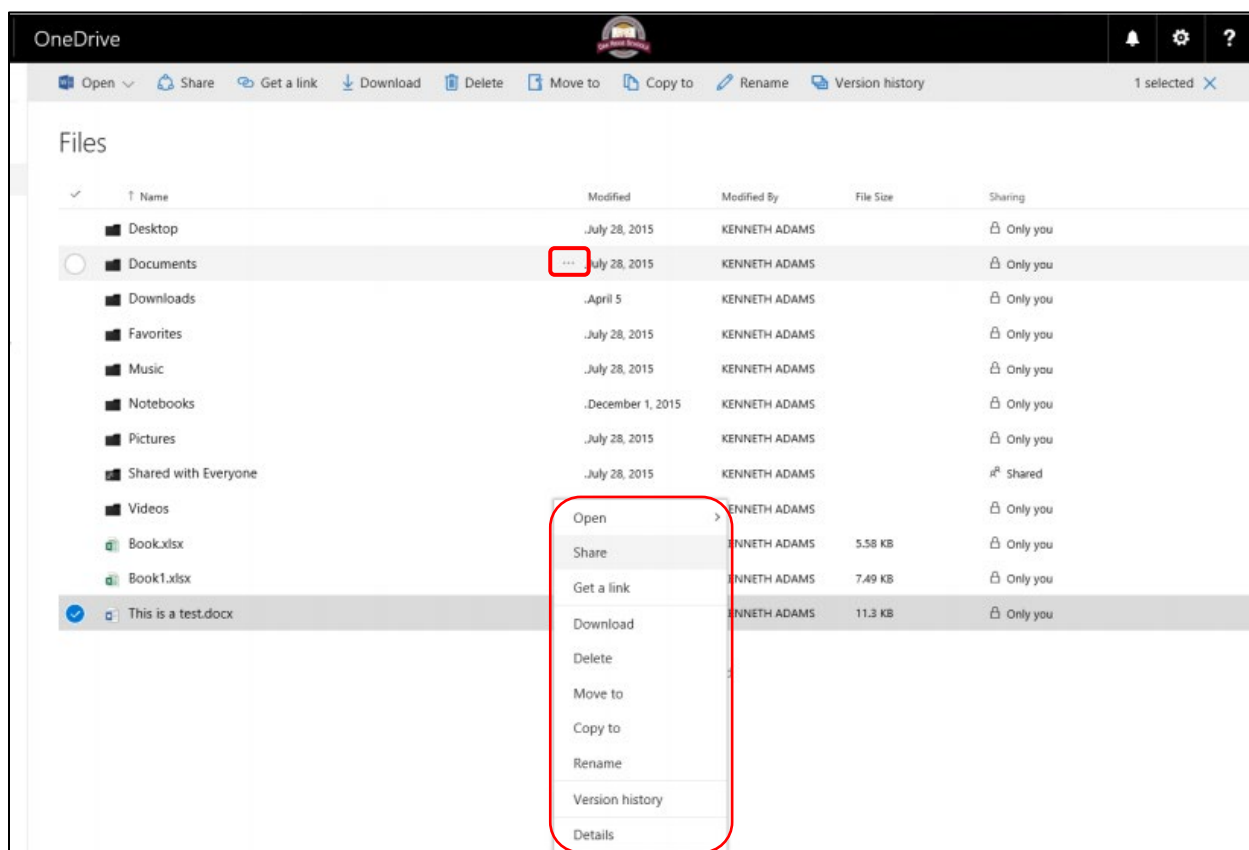
# Sharing Documents OneDrive

Sharing documents from OneDrive is an easy way to collaborate with coworkers.

From the ORS homepage, click on the Online@ORS link and scroll down until you see the Office 365 link.



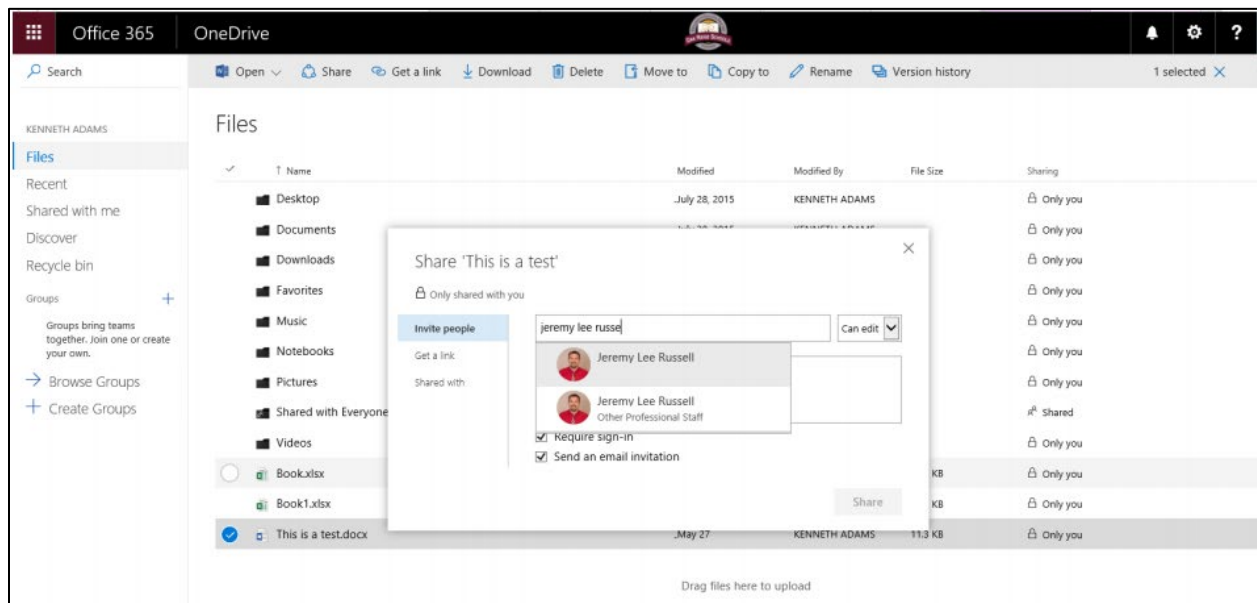
Once you are logged in, navigate to the document you want to share. Once you've located it, click on the ellipses to the right of the document name. There, you will see Open, Share, Get a link, and other options.



Clicking on "Share" opens a sub-menu that allows you to send an email sharing request to a coworker. You can search by name or type in that person's email address. This option will also allow you to edit permissions for that coworker.

**\*Note:** Because of permissions within the ORTN.edu domain, you will only be able to share documents with other ORS employees. If you need to share a document with someone from outside of our organization, you can create a personal OneDrive account, save the document there and then grant access in the same way. The full email address will need to be typed in when sharing in this manner.

# Sharing Documents OneDrive



The person with whom the document is shared will receive an email with a link to the document. Clicking on the link will allow them to open and edit it. Any changes they make will show up in your copy and vice versa.