

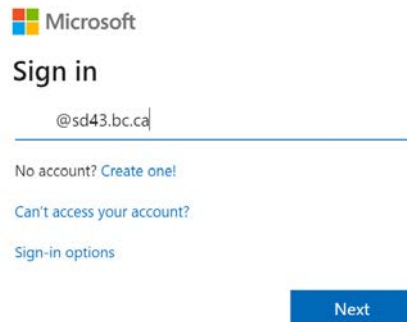
# Sharing Files and Documents on OneDrive

Using OneDrive allows you to store your files securely and conveniently access them through any device. Sharing files and documents on OneDrive allows you to edit them and you can collaboratively work on your documents with your colleagues if you would like.

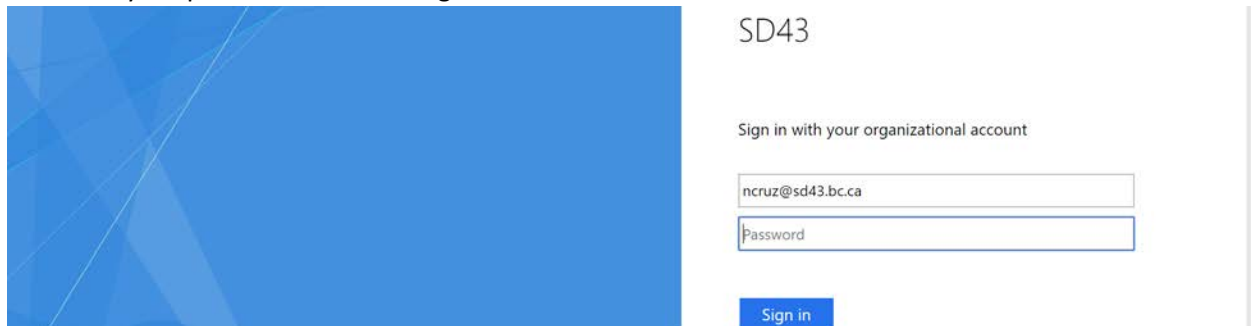
1. Go to <http://www.sd43.bc.ca/> and click on O365 icon.



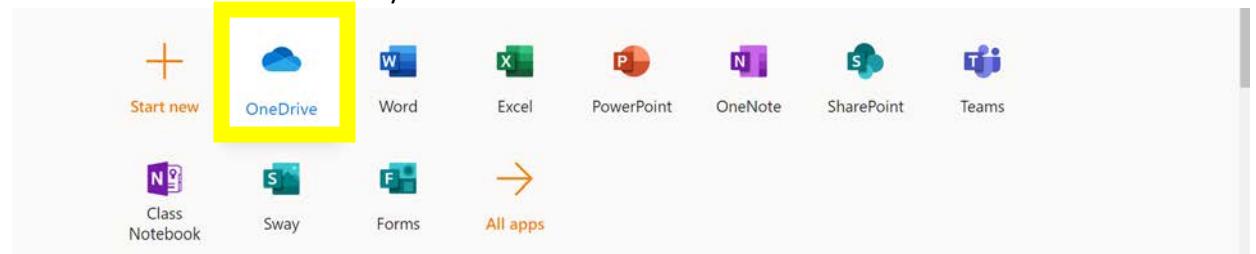
2. Sign in by using your SD43 email and click next.



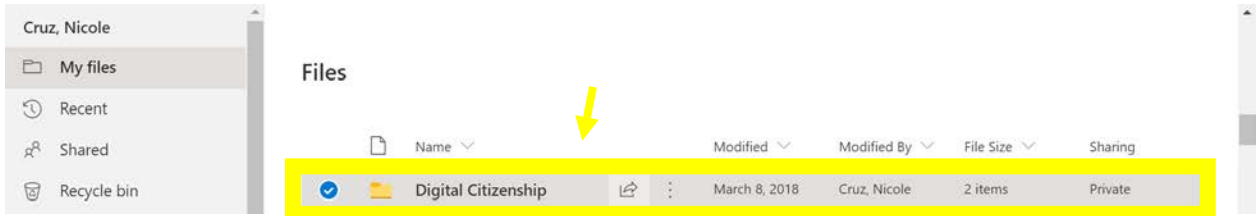
3. Enter your password and click Sign In.



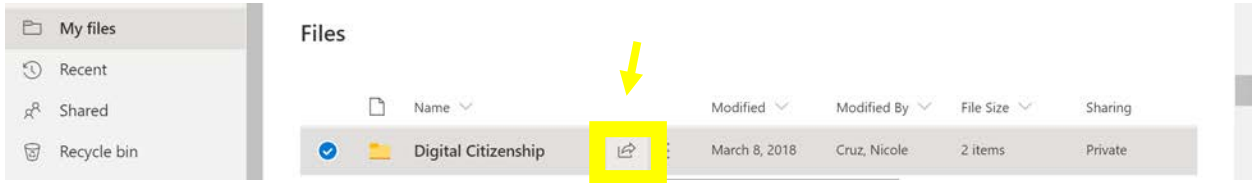
4. Click on OneDrive to access your files.



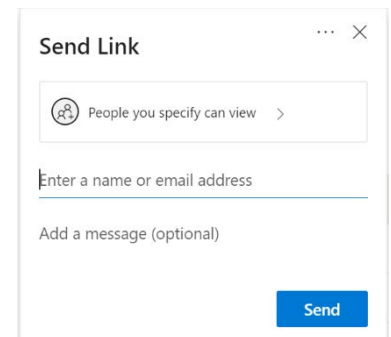
5. Select the file you would like to share by clicking on it.



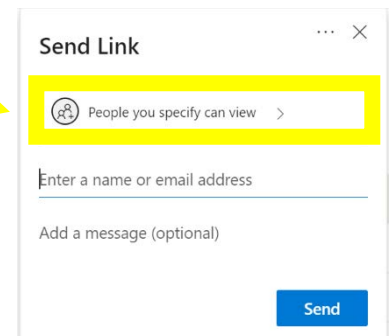
6. Click on this button for sharing options.



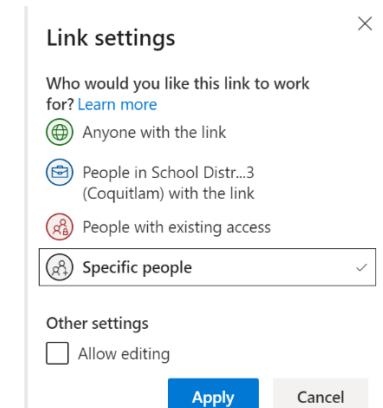
The default is to share a “view only” file to someone in the district. If this is what you would like, simply type the name of the person. After you click send, both you and the person you are sharing with will get an email.



If you would like other options, click on this:



Select which option below works best for you and click apply:



- For additional ways to share on OneDrive, [please click here to watch a 4 minute video tutorial.](#)