



# CAMPBELL RIVER

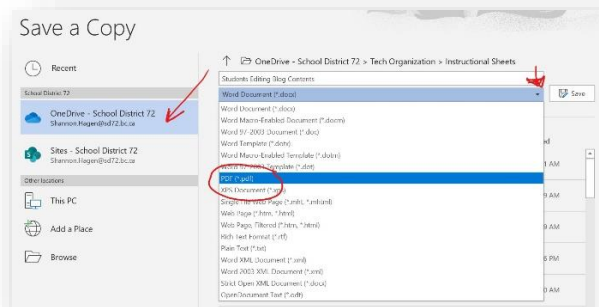
## School District 72

### Sharing Files Via Email as Links Rather Than Attachments

*Emailing a large number of documents as attachments will often prevent the email from being sent. Emailing a link to the document stored on your desktop is a much better method.*

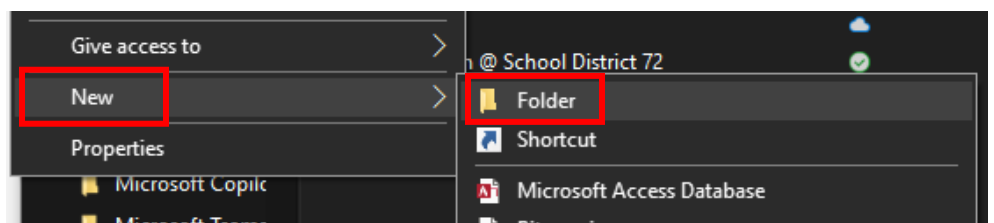
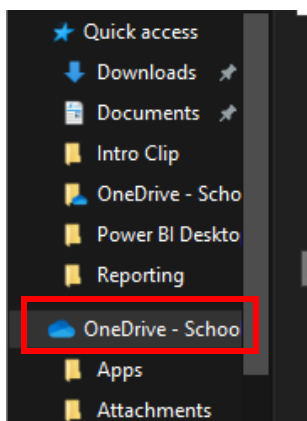
**If the document isn't already in a PDF format, save it as one.**

File>Save As (a Copy)>Pdf (from the drop down menu). Save this to your DESKTOP.



### **ACCESSING THE SHARE LINK FROM YOUR WORK COMPUTER**

- Locate the file you would like to share on your computer.
- Open your OneDrive Folder.
- Move the file(s) you would like to share into your OneDrive. If there are multiple files you would like to share, create a new folder by right clicking, selecting "new" and then "folder". Give the folder a descriptive name. Now move your files into this folder.

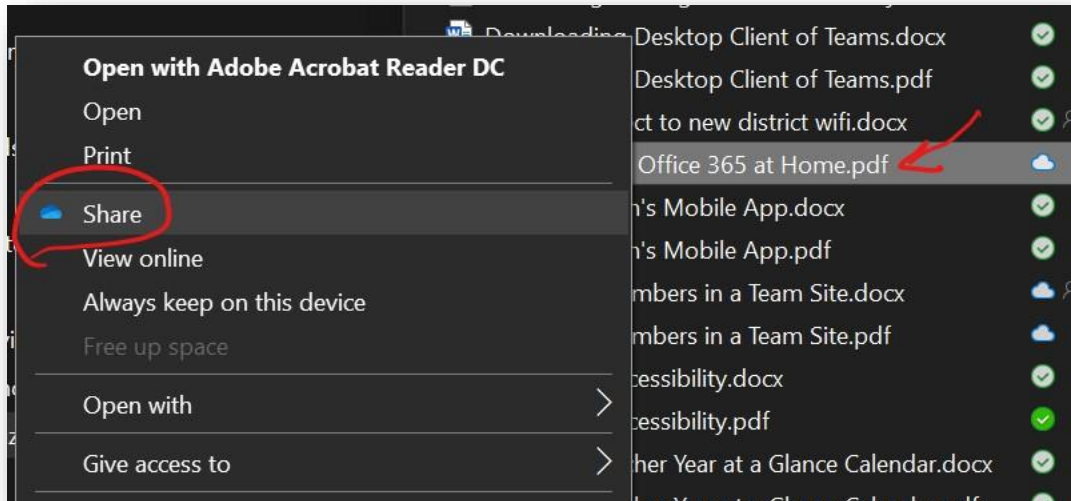




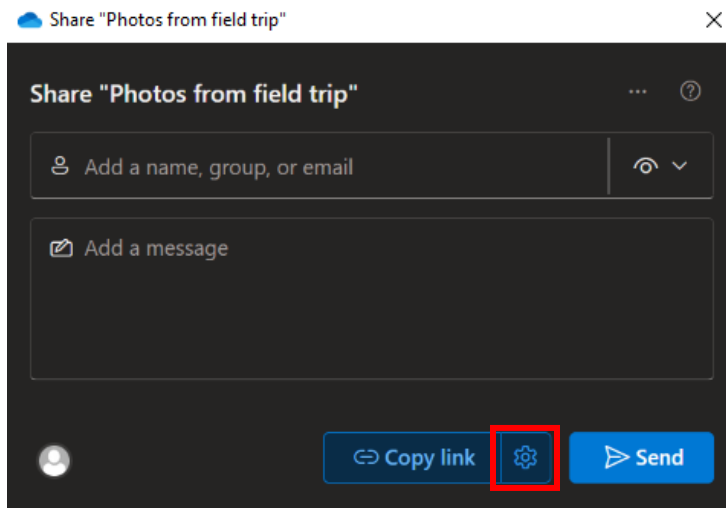
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- Right Click on the file or folder you'd like to share.
- Select "Share" from the list.



- You are now presented with a popup window. If you are sending this via MyEd BC to parents or students for information or as a resource you do not want to send it with editing rights.
- Click on the settings button



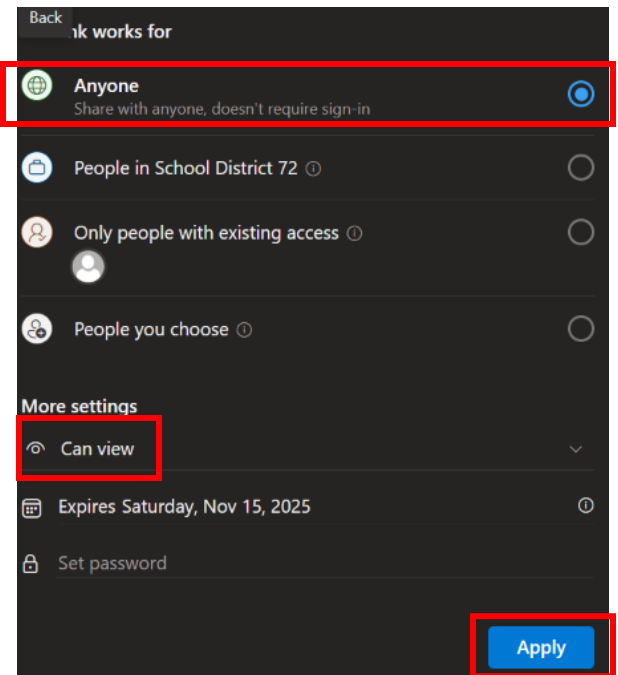
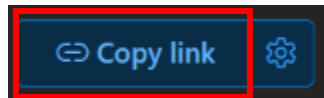


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Choose the following settings:

- Anyone with the link
- Make sure that your link is set to “can view” and not “can edit”. If you share with edit privileges then parents can delete or change files for everyone who can access the link.
- Leave expiration date
- Do not set a password
- Click “Apply”
- Click on “Copy Link” on the bottom left of the window.



### [Inserting Link into MyEd BC email window](#)

- Log into MyEd BC.
- Navigate to the Email application.
- Write the body of your email
- Click on the Hyperlink icon.

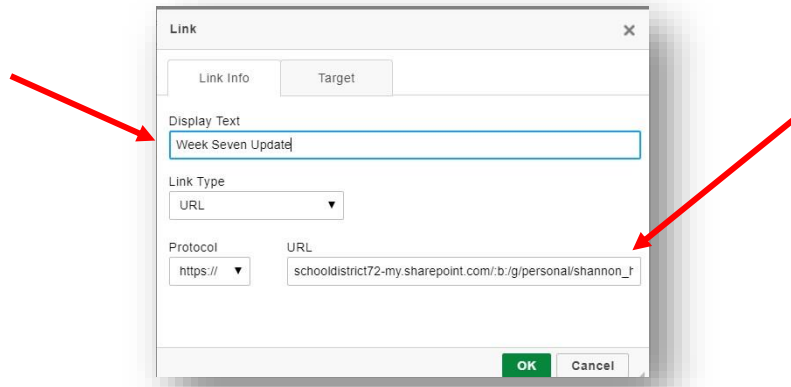




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- Type in the name of the document. Paste in the URL of the document link.



- Click OK.
- Click Send.

## **ACCESSING THE SHARE LINK FROM OFFICE.COM**

*If you are not at work and need to send an email from home from a personal computer, you can still access documents saved to your desktop from home.*

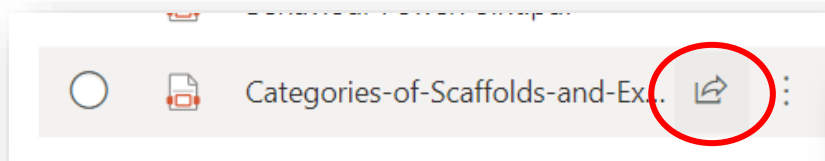
- Log into “office.com”. Use your SD72 email address and network password.

- Click on the OneDrive icon. This is the icon that looks like a blue cloud.



It will

- Locate the file that you will be sharing. Hover your mouse over the right side of the file name. A share icon will appear. Click on this.



- You are now presented with a popup window. Follow the same steps above of setting the link to “anyone” and make sure it is set to “view” and not “edit” and then copy the link.