

Sharing Files Via Email as Links Rather Than Attachments

Emailing a large number of recipients documents as attachments will often prevent the email from being sent. A much better method is emailing a link to the document either stored in your OneDrive or a class/Team site.

FROM ONEDRIVE

Step One: Save the document as a pdf

It doesn't matter if it is a word document, an excel file or even a PowerPoint – these ALL can be saved as a PDF.

File>Save As (a Copy)>Pdf (from the drop down menu).



Note: At this time, if you do not already have this document located in your OneDrive, save the document to this location.



Step Two : Retrieve the "Sharing Link" to include in your email From Office.com

- Navigate to your OneDrive folder from your welcome screen.
- Click on the "Share" icon located to the Right of your PDF file.



From Desktop OneDrive

• Navigate to the OneDrive-School District 72

	How to Install Office 365 at Home.pdf
less ConeDrive - Schoo	District 72 Installing Team's Mobile App.docx
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District	Managing Members in a Team Site docy

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

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Open with Adobe Acrobat Reader DC	Desktop Client of Teams.pdf	0
Open	ct to new district wifi.docx 🛛 🦯	0
Print	Office 365 at Home.pdf 🚄	•
Share	ı's Mobile App.docx	0
View online	ı's Mobile App.pdf	0
Always keep on this device	mbers in a Team Site.docx	٠
Free up space	mbers in a Team Site.pdf	٠
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Open with	essibility.pdf	0
Give access to	> her Year at a Glance Calendar.docx	0

• You are now presented with a window with a number of options. If you are sending this via MyEd BC to parents or students for information or as a resource, choose the following settings:



- Anyone with the link
- Uncheck Allow Editing not do this, your the capability of editing document in your own
- Leave expiration date
- Do not set a password
- Click "Apply"

	o would you like this link to work for? m more
•	Anyone with the link
	People in School District 72 with the link
R	People with existing access
R	Specific people
	Allow editing Uncheck
8	Set password Apply Cancel

(NOTE – if you do recipient will have YOUR ORIGINAL OneDrive !!!)

• Click on "Copy Link" on the bottom left of the window.

Step Three: 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.



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



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- Click OK.
- Click Send.

FROM TEAMS

Only Accessible by your Team members.

Step One: Save as PDF.

• Follow directions from above.

Step Two: Add to Teams Class Site

• Navigate to your Teams site AND to the specific TEAMS FILES folder you would like to Share your document From.

Think specific class site, curriculum channel OR even a specific folder within the files tab (Unit One, Unit Two, etc). The Class Materials folder is a "Read Only" folder so even if you saved it as a Word Document, students would NOT be able to

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edit it using the link. However, they WILL be able to download it and edit it as a .docx.

- Click on the "Upload" link.
- Navigate to your OneDrive folder. Select the correct PDF document.



• Click "Open".

Step Three: Retrieve the "Sharing Link"

• Click on the "..." beside the document name in Teams.



- Choose, "Copy Link".
- Copy.

Step Four: Inserting Link into MyEd BC email window

• Follow directions from above

NOTE: When sharing a link from your Teams site, only those who've been added as members to this site will be able to access the link. IF you have NOT saved it as a PDF, OR saved it to the Class Materials folder, students will be able to EDIT your ORIGINAL copy in the Teams site. Be sure to UNCHECK ALLOW EDITING in the share window.