CAMPBELL RIVER
School District 72

# 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.

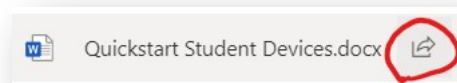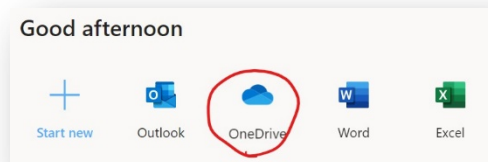*File>Save As (a Copy)>Pdf (from the drop down menu).*
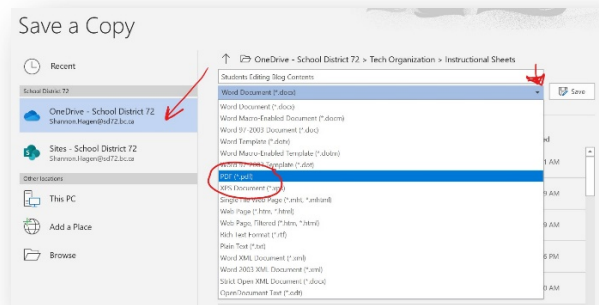
Note: At this time, if you do not already have this document located in your OneDrive, save the document to this location.

Step Two : Retrieve the "Sharing Link" to include in your email

From Office.com

- Navigate to your OneDrive folder from your welcome screen.

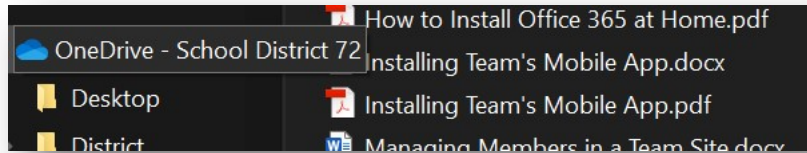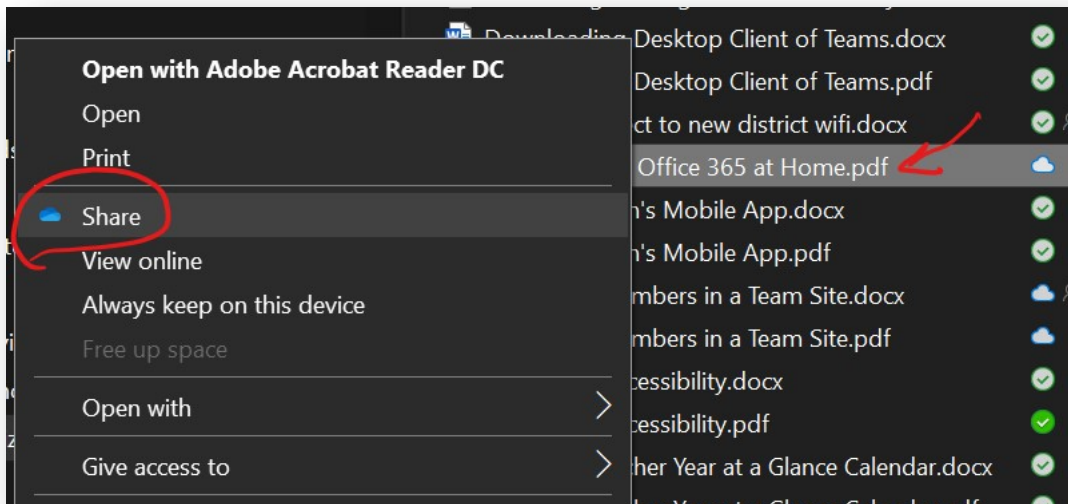- Click on the "Share" icon located to the Right of your PDF file.

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From Desktop OneDrive

- Navigate to the OneDrive-School District 72

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

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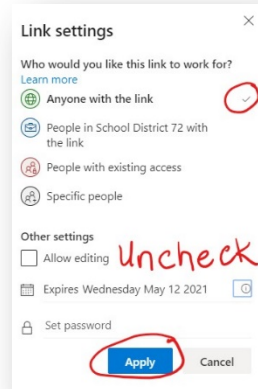
- o   Anyone with the link
- o   Uncheck Allow Editing
  not do this, your
  the capability of editing
  document in your own
- o   Leave expiration date
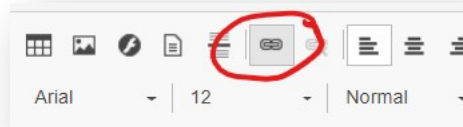- o   Do not set a password

- Click "Apply"

(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 edit it using the link. However, they WILL be able to download it and edit it as a .docx.
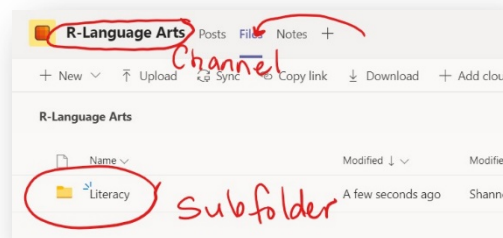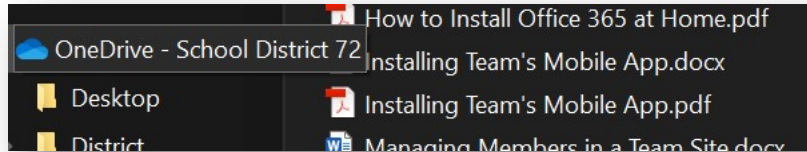
- Click on the "Upload" link.
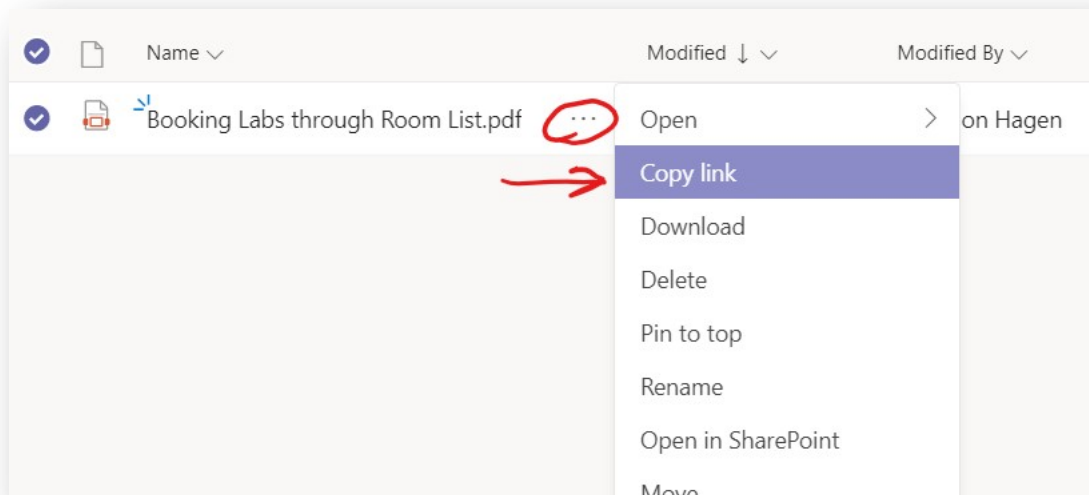- Navigate to your OneDrive folder. Select the correct PDF document.

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- 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.