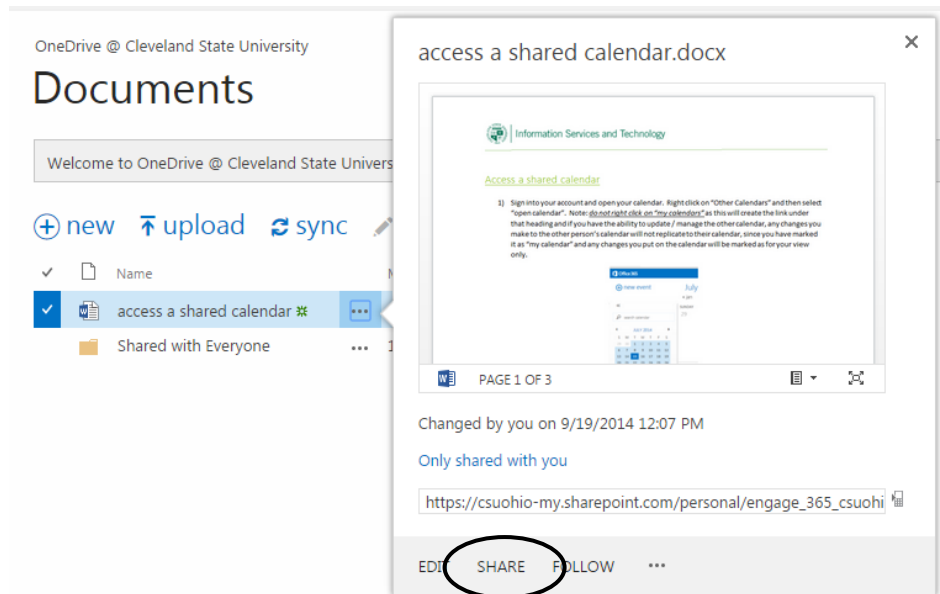## Share a Document
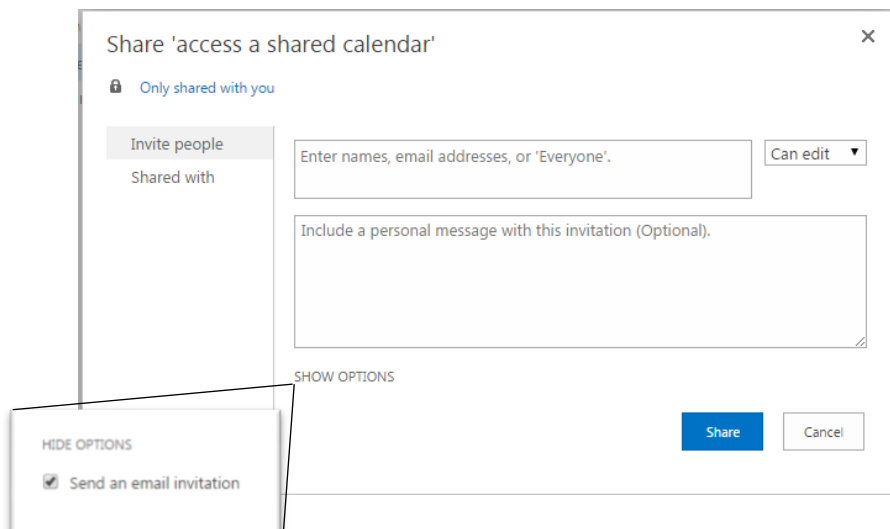
1) Sign into your Engage365 account and select "OneDrive"

2) Click the ellipses (...) on the document(s) you wish to share. A pop-up will appear, select "Share"

3) The Shared dialog box will open, select "Invite People". Note, select "Show Options" to turn off/on the option to send an email invite to the individual(s) who you are sharing the document with.

4) Enter the email address(es), or the name of the person(s), with whom you will be sharing this document, select if they can view or edit the document and, if you wish, add a personal message as part of the invite, if one is being sent. Once completed, select "Share"