

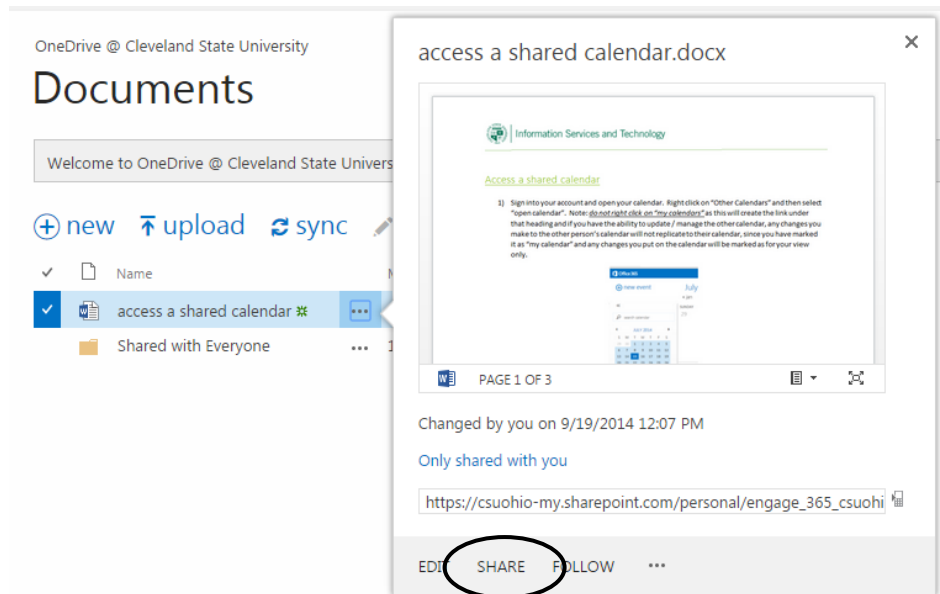


## Share a Document

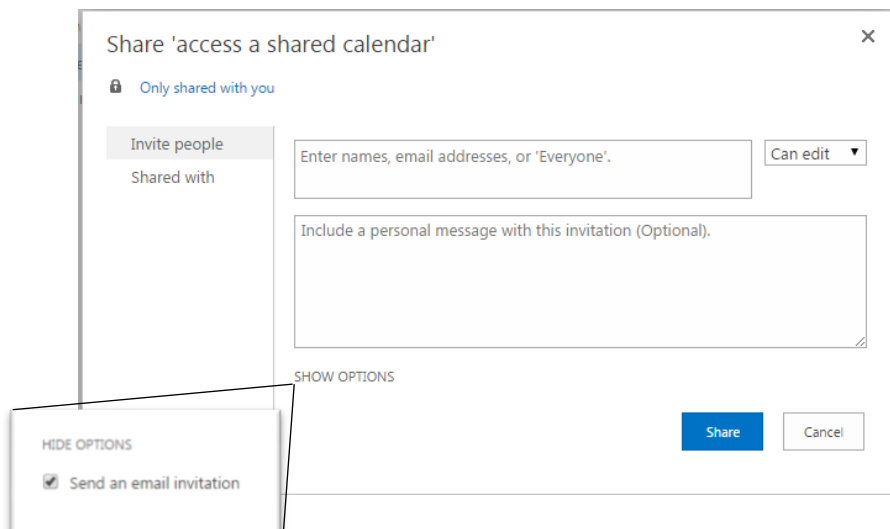
- 1) Sign into your Engage365 account and select “OneDrive”



- 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”

A screenshot of a Windows-style dialog box titled "Share 'access a shared calendar'". The dialog has a close button (X) in the top right corner. Below the title bar, there is a lock icon and the text "Only shared with you". On the left side, there are two tabs: "Invite people" (which is selected) and "Shared with". The main area contains a text input field with the placeholder text "Enter names, email addresses, or 'Everyone'.". To the right of this field is a dropdown menu with three options: "Can edit" (selected), "Can edit", and "Can view". Below the input field is a larger text area with the placeholder text "Include a personal message with this invitation (Optional)". At the bottom left, there is a section labeled "HIDE OPTIONS" with a checked checkbox next to the text "Send an email invitation". At the bottom right, there are two buttons: a blue "Share" button and a grey "Cancel" button.