

Share a Document

1) Sign into your Engage365 account and select "OneDrive"

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Outlook	Calendar	People	Newsfeed	OneDrive	Sites	Projects	Tasks	ø	?
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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.

Only shared w	th you
Invite people	Enter some ampli addresses or (Suppose)
Shared with	enter names, email addresses, or everyone .
	include a personal message with this invitation (Optional).
	SHOW OPTIONS
	Share



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"

Only shared with yo	u.
Invite people Shared with	Enter names, email addresses, or 'Everyone'.
	Include a personal message with this invitation (Optional).
	HIDE OPTIONS Send an email invitation