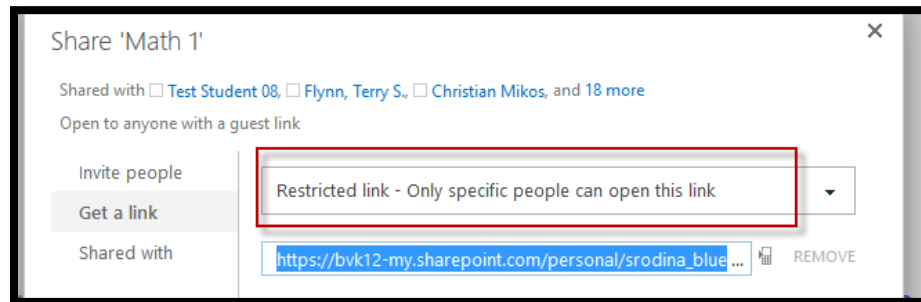


OneNote Shareable Links Options

If you want to share it as a link on your page for your students to access, there are options. This is what each of these will do. **Always share from your o365 app.** Open the OneNote online (o365.bluevalleyk12.org) and select Share in upper right:

1. **Restricted link** – Only specific people can open this link– this is the most “locked down”. If you have content on your site that you do not want to go beyond your individual students (or parents if you want to invite them)... then this is the link to retrieve. You would have had to invite them personally in order to be able to use this link.

MOST
LOCKED
DOWN



2. **View Link – account in your organization required:** this is for students or anyone with a BV email. This makes it hidden from the public. They would NOT need an invitation in order to view this.
3. **View Link – no sign in required:** this is for anyone outside the district. Good for parents. However, note that documents will not download correctly in Internet Explorer or Edge. Not sure why... but it will not.

MOST
OPEN TO
ALL

I suggest that you supply a Student Link (#2) and a Parent Link (#3) if you are using this as a “website”. If someone wants to be able to use their OneNote app to “load” your OneNote, you will need to send them an invitation via email (Invite people).

