

OneDrive Share Folder:

1. Put the folder in your OneDrive for Business and give it time to sync up. OR, load from O365, BONUS: in Chrome you can add a folder by dragging it!
2. Go “upstairs” (0365.bluevalleyk12.org) –and login.
3. Click the OneDrive App.
4. Click the 3 dots after the folder to share (or right click the folder).
5. Click: Get Link.
6. Click the link above the box to edit the permissions.
7. Under “Who can access this link” – make your selection. Either Allow editing or not.

Use this if you want to share with your students so that they must sign in and it is view only:

