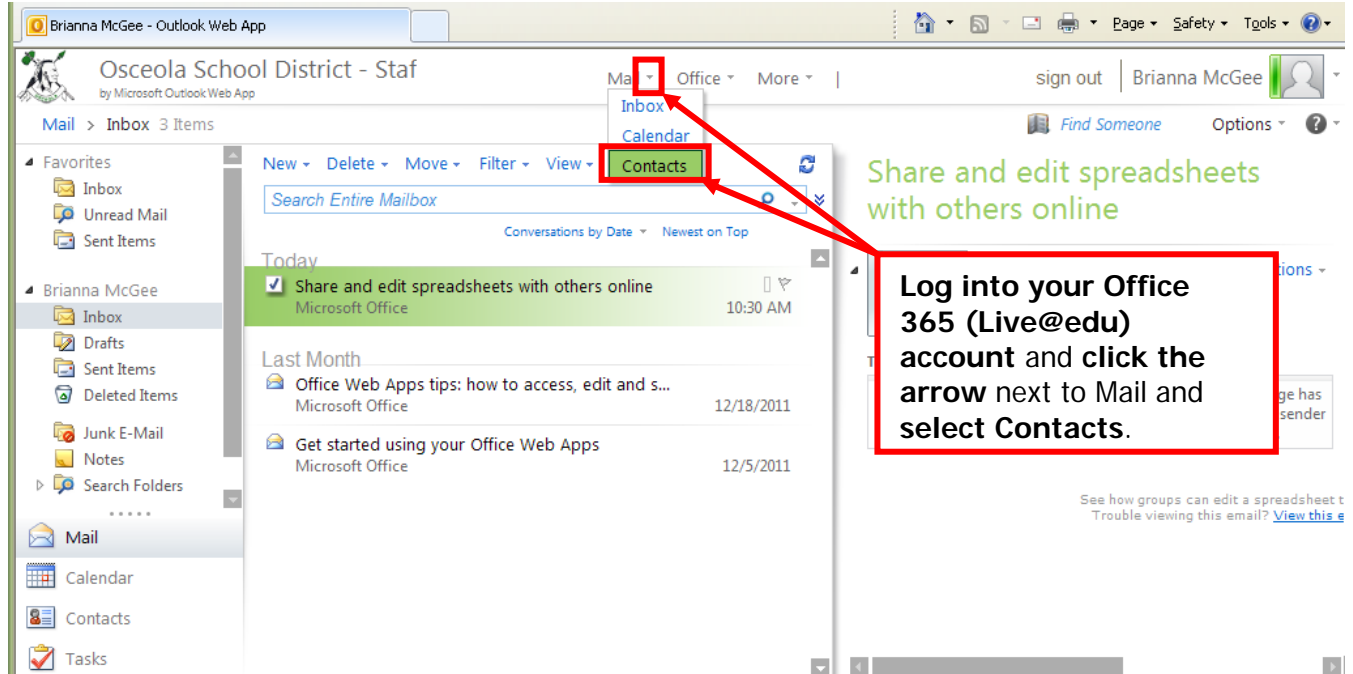


Office 365 (Live@edu) account – How To Share Folders and Files with a Group

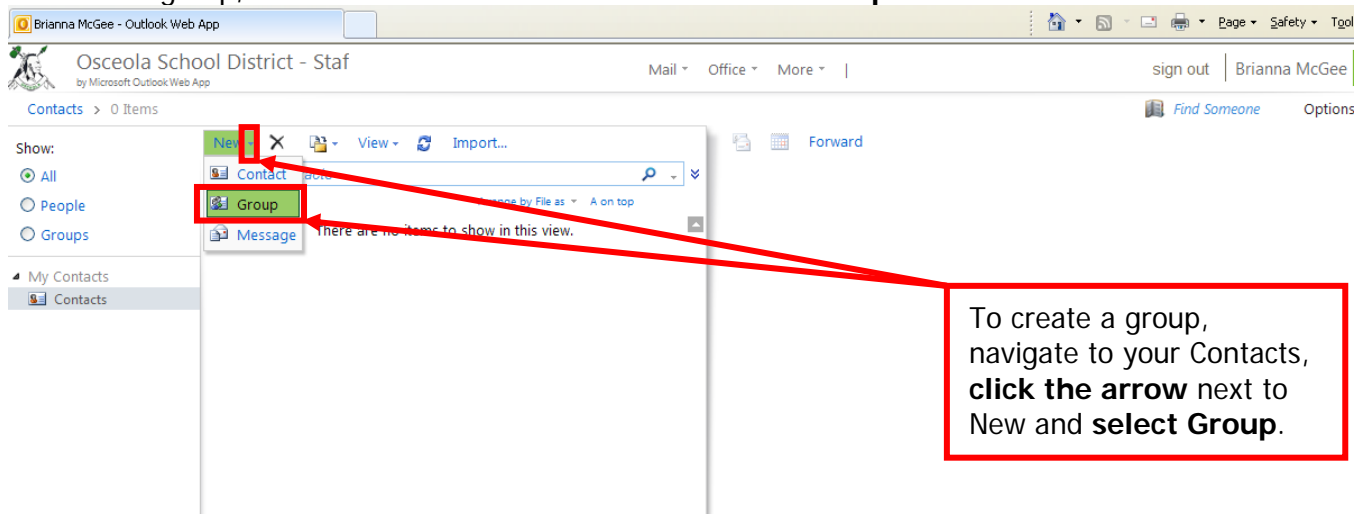
The information below is devoted to sharing your folders and files with a group in the SkyDrive in your Office 365 (Live@edu) account. Please note that you must have an Office 365 (Live@edu) account to be able to sign in and access the SkyDrive.

Creating a Group

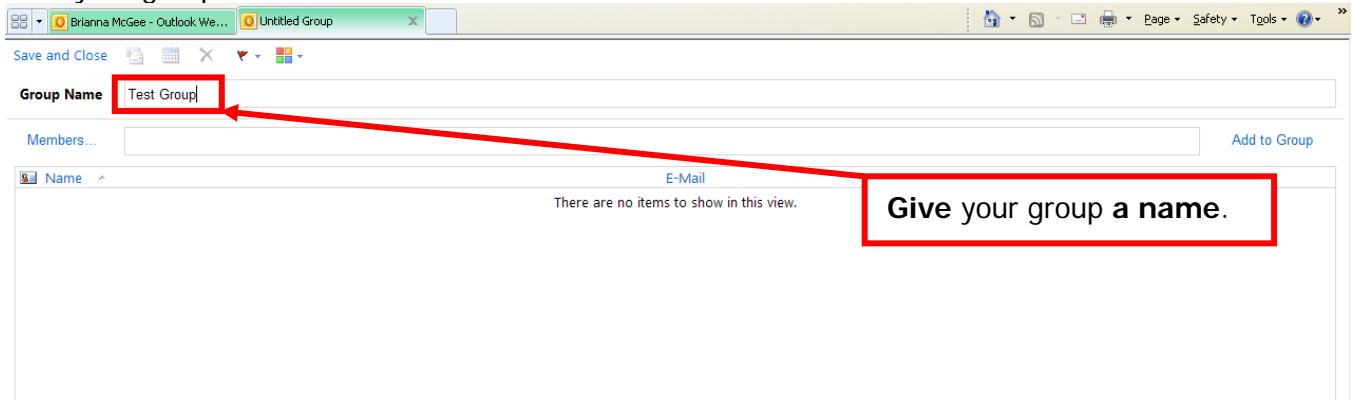
Log into your Office 365 (Live@edu) account and click the arrow next to Mail and select **Contacts**. Please note that you can also click **Contacts** on the lower left side if you are already in the Mail section.



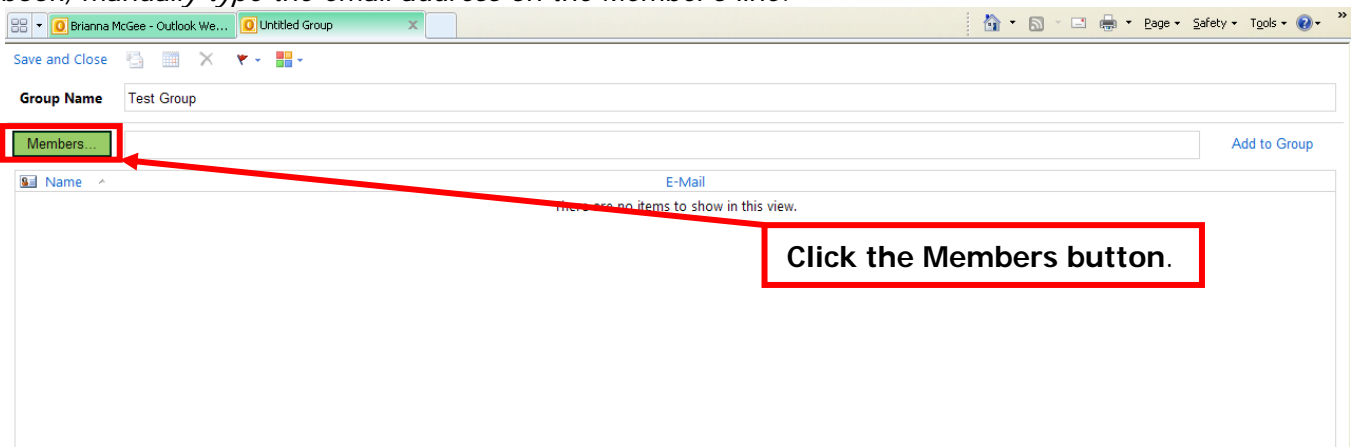
To create a group, click the arrow next to New and select **Group**.



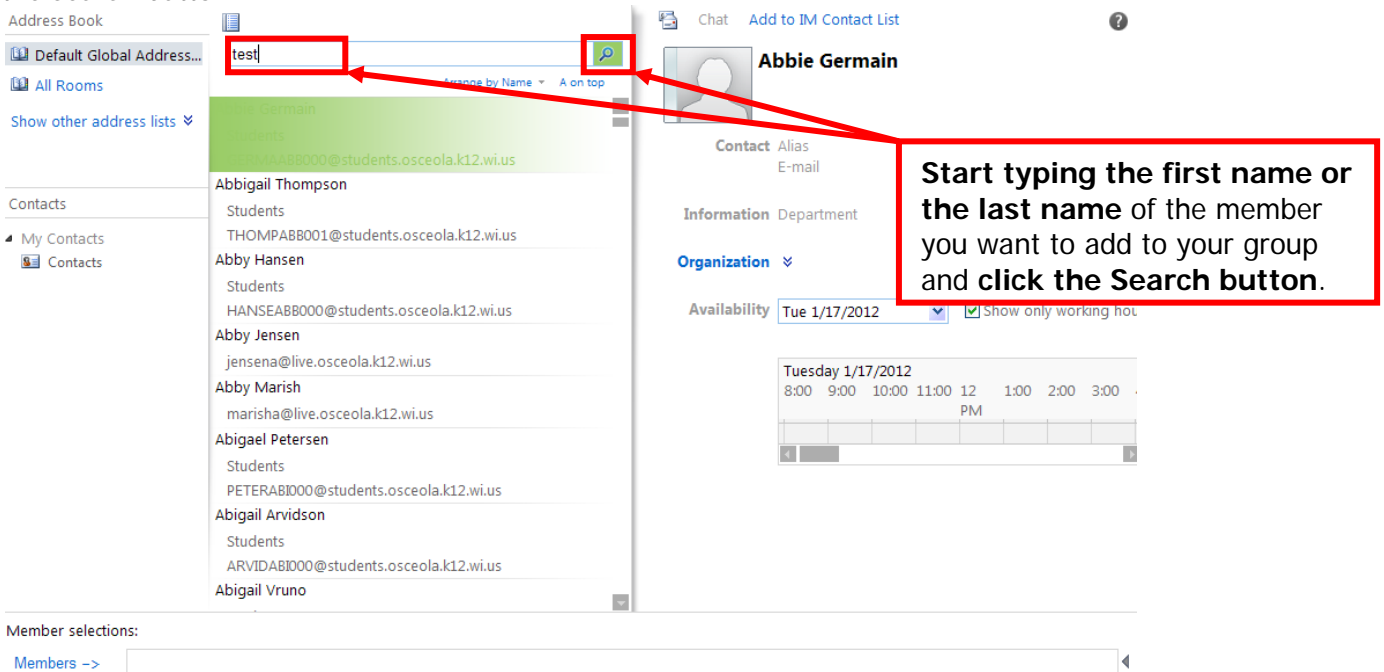
Give your group a name.



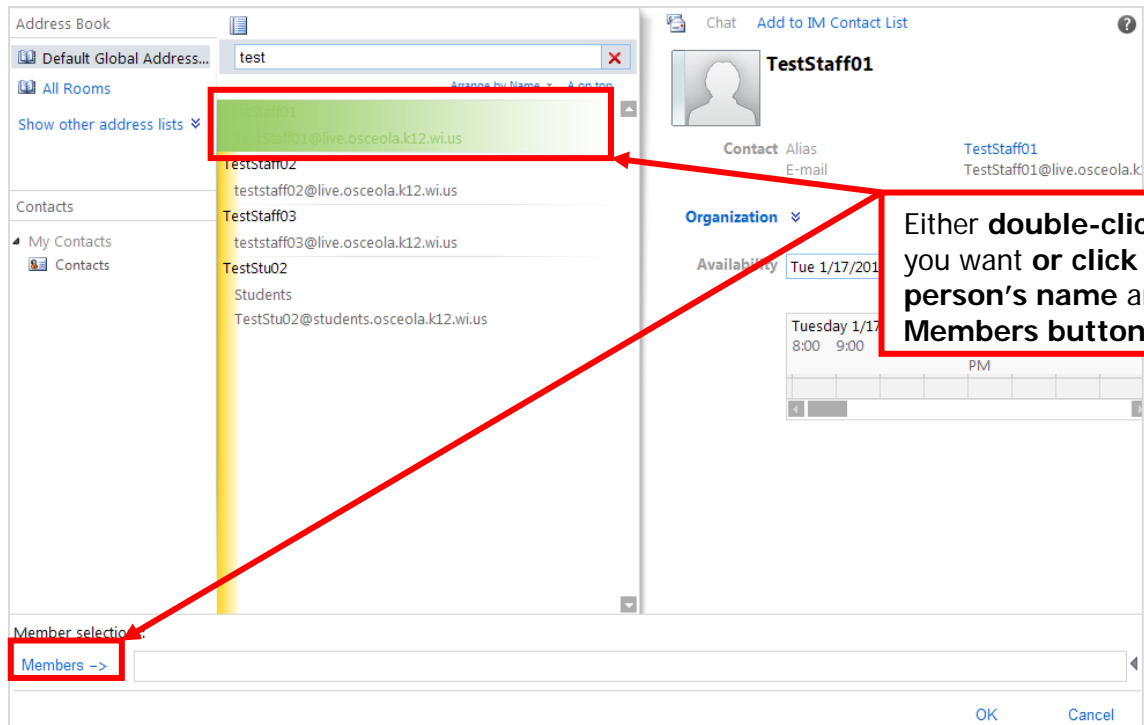
Click the Members button. Please note that if the people are not in your global or local address book, manually type the email address on the Member's line.



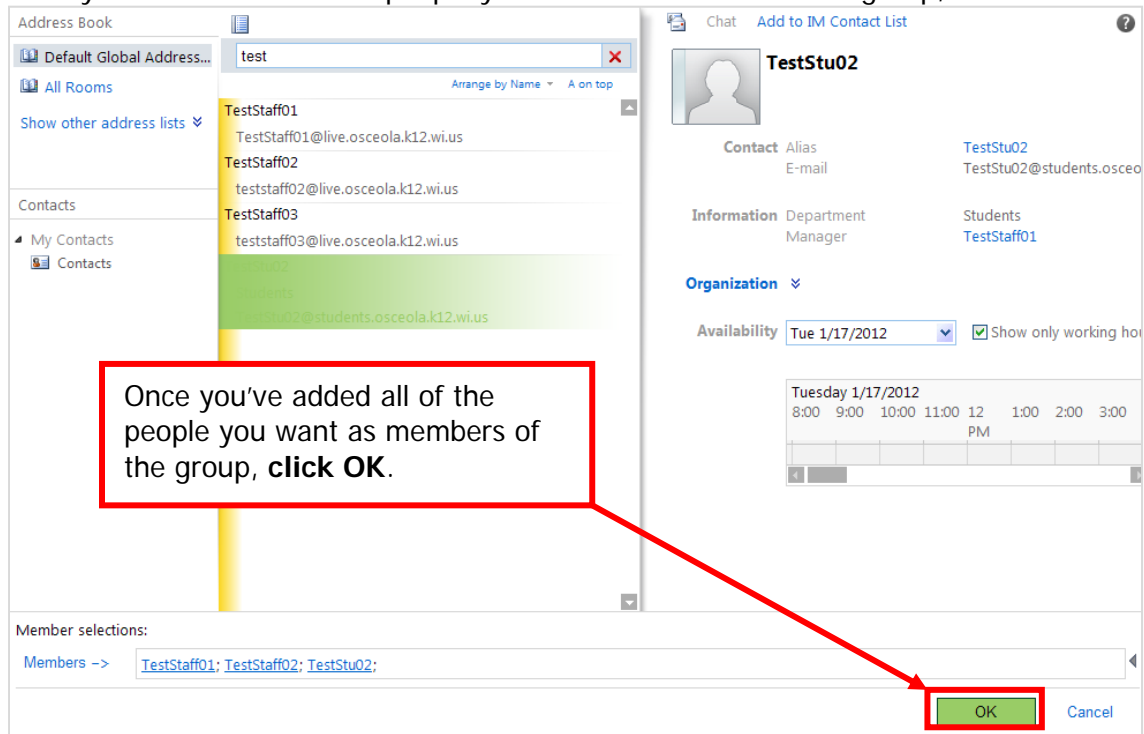
Start typing the first name or the last name of the member you want to add to your group and click the Search button. Please note that if the person you are adding is not a district employee or not a student in the district, you will have to click the Contacts button on the left side before clicking the search button.



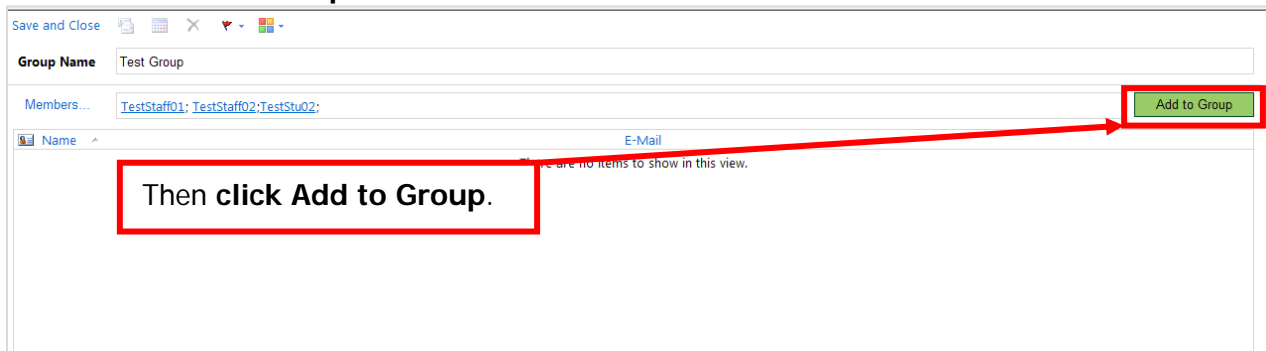
Either **double-click** the person you want or **click on the person's name** and **click the Members button**.



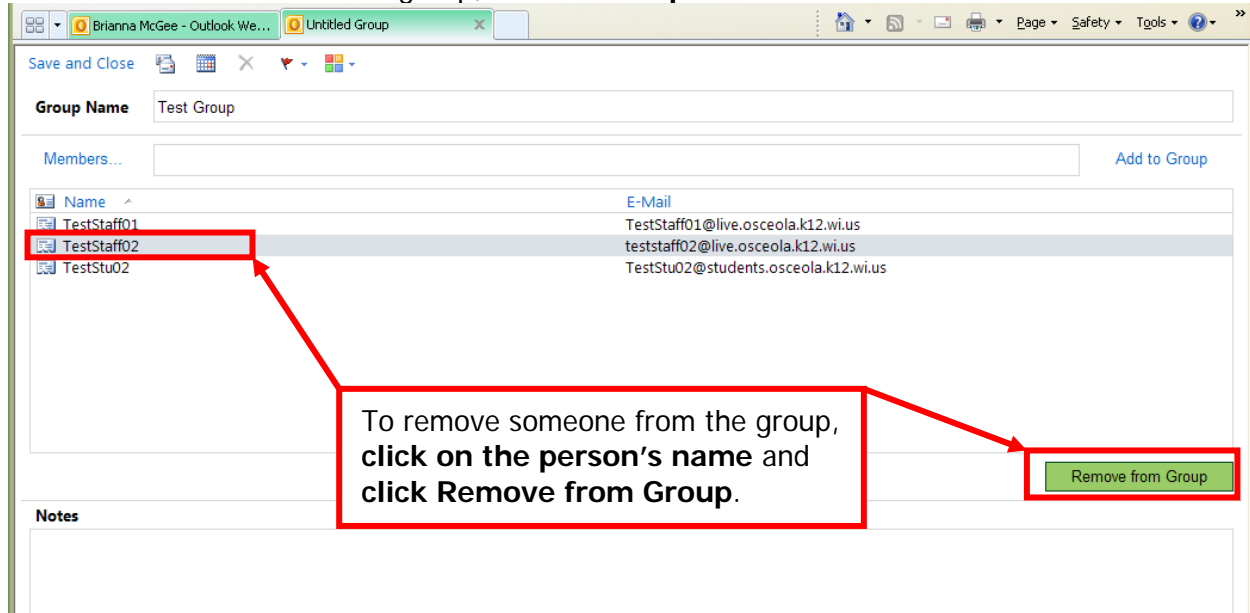
Once you've added all of the people you want as members of the group, **click OK**.



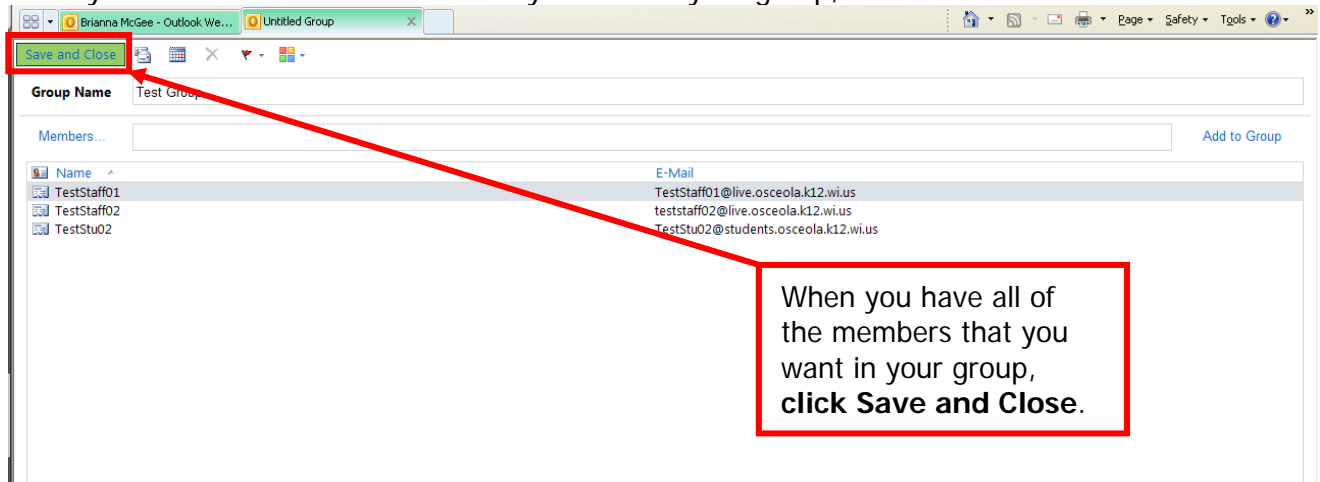
Then click **Add to Group**.



To remove someone from the group, **click on the person's name** and **click Remove from Group**.

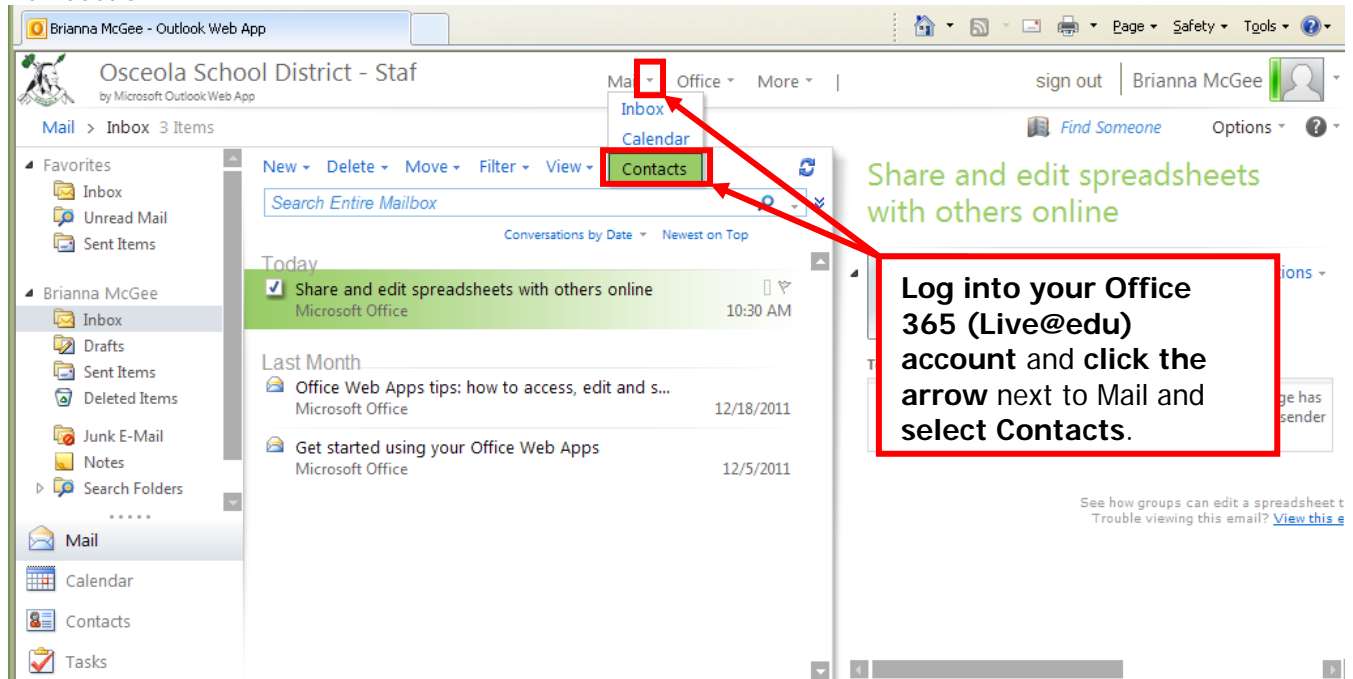


When you have all of the members that you want in your group, **click Save and Close**.



Sharing a file or folder with a Group

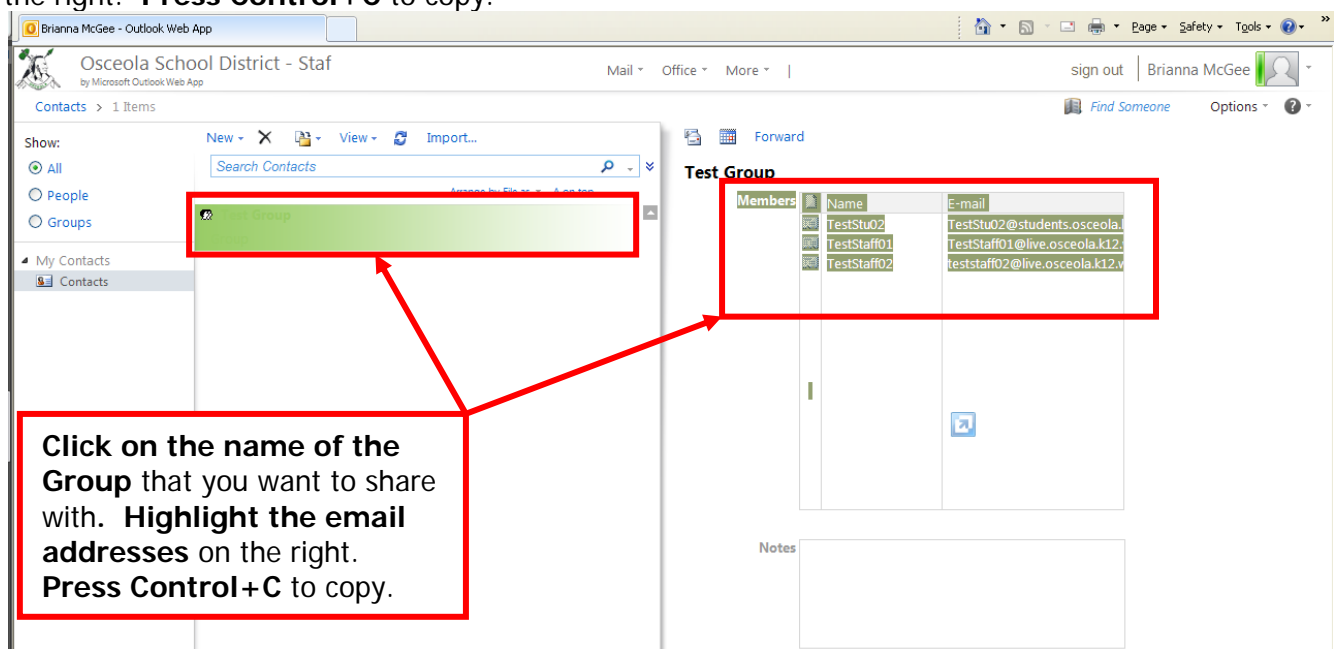
Navigate to your Group that you want to share with by **clicking the arrow** next to Mail and **selecting Contacts**. Please note that you can also click *Contacts* on the lower left side if you are already in the *Mail* section.



Share and edit spreadsheets with others online

Log into your Office 365 (Live@edu) account and click the arrow next to Mail and select Contacts.

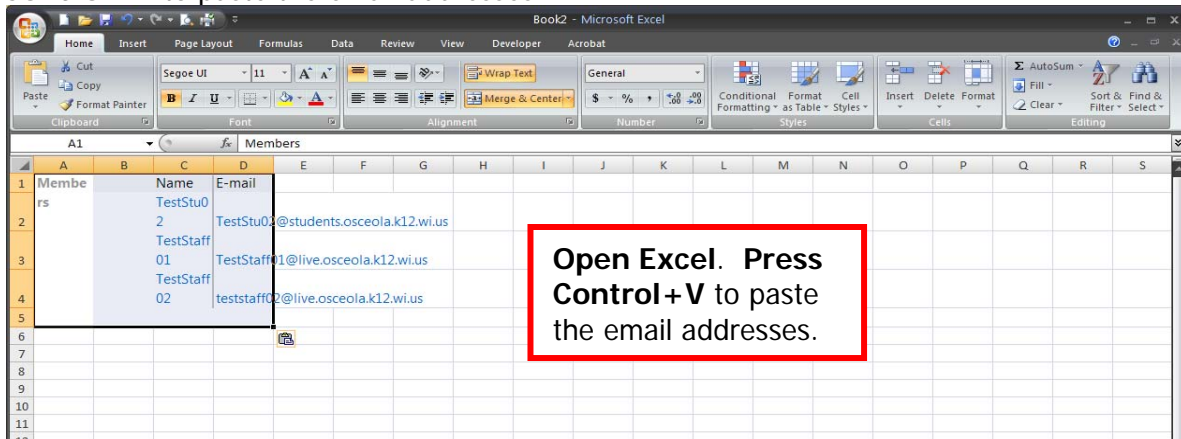
Click on the name of the Group that you want to share with. **Highlight the email addresses** on the right. **Press Control+C** to copy.



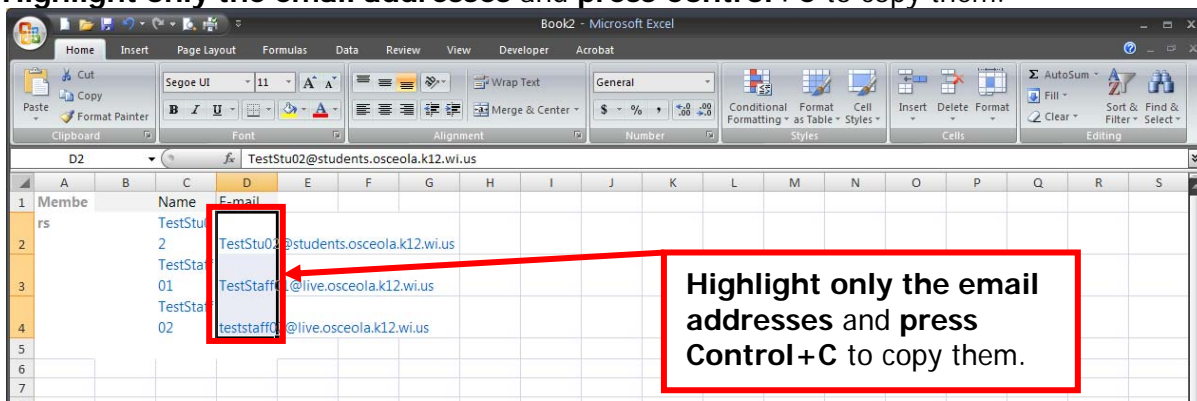
Members	Name	E-mail
	TestStu02	TestStu02@students.osceola.k12.v...
	TestStaff01	TestStaff01@live.osceola.k12.v...
	TestStaff02	teststaff02@live.osceola.k12.v...

Click on the name of the Group that you want to share with. **Highlight the email addresses** on the right. **Press Control+C** to copy.

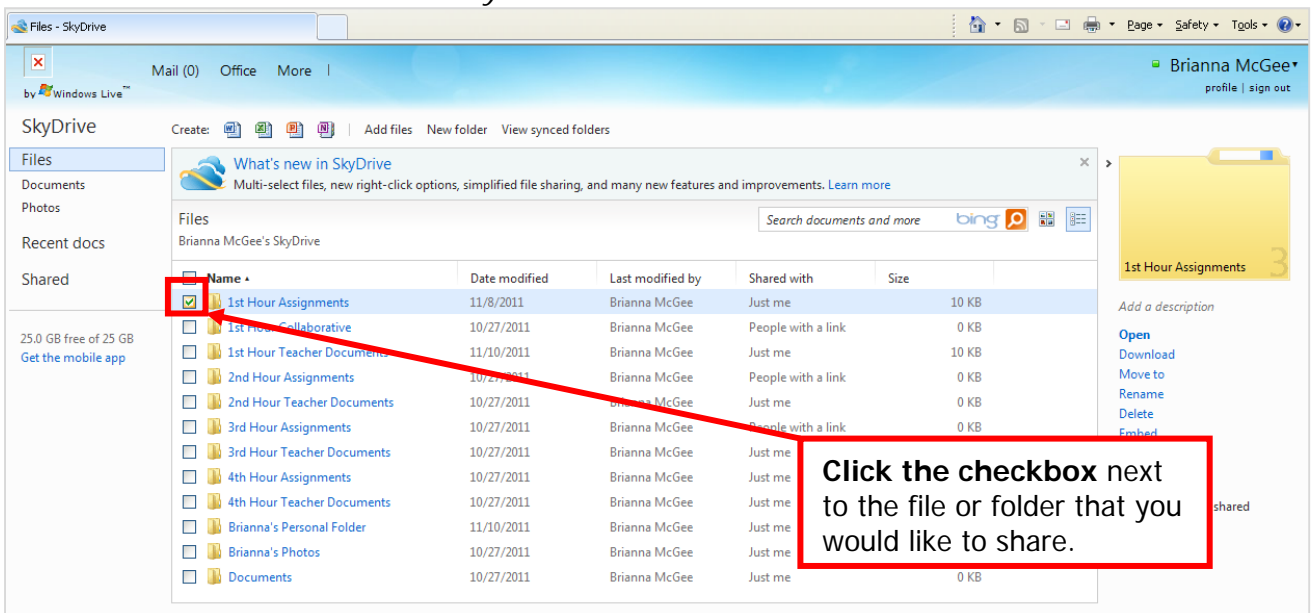
Open Excel by going to start > programs > Microsoft Office > Microsoft Office Excel 2007. Press **Control+V** to paste the email addresses.



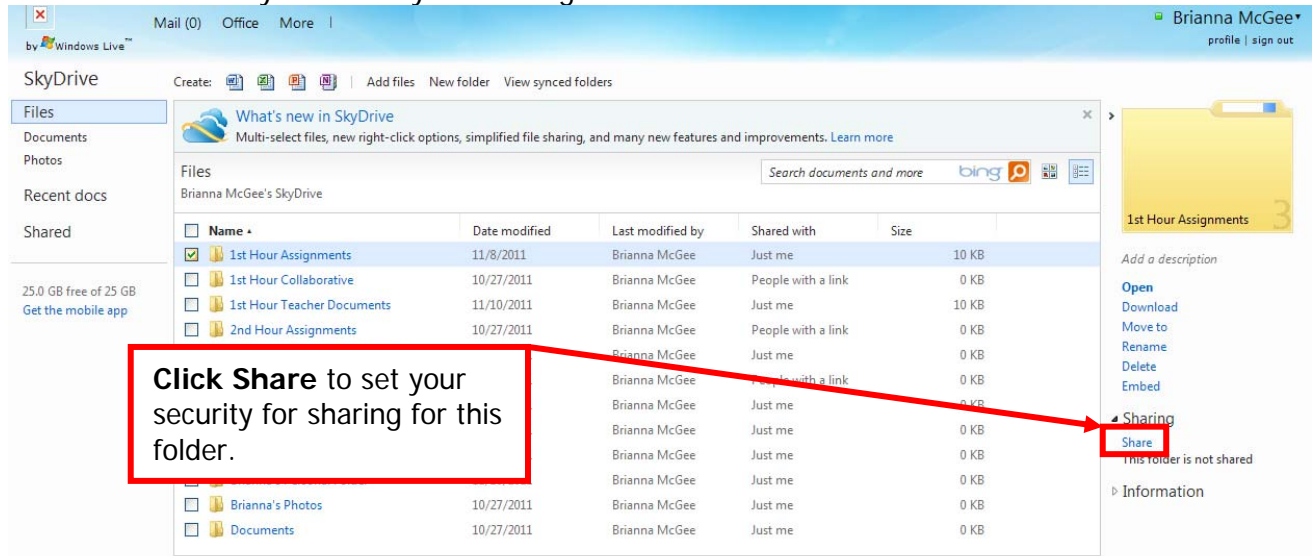
Highlight only the email addresses and press **Control+C** to copy them.



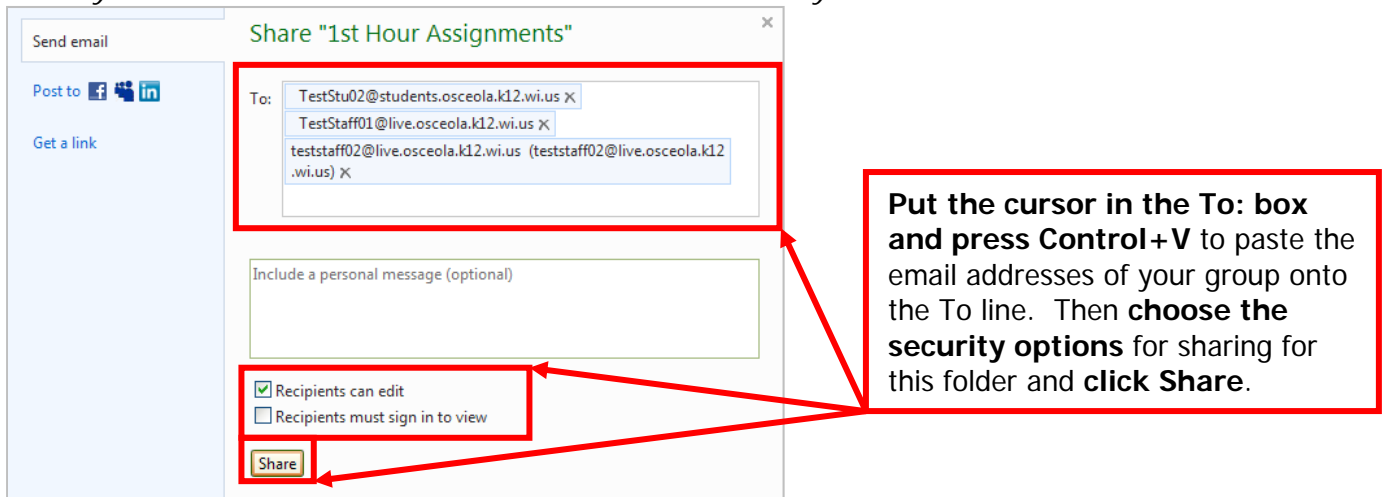
Navigate to the file or folder you desire to share. Note that if you share a folder, all documents within the folder are automatically shared with your selected users. Click the **checkbox** next to the file or folder that you would like to share. Please note that you can also click on the folder information to automatically have the checkbox selected.



Click Share to set your security for sharing for this folder.



Put the cursor in the To: box and press Control+V to paste the email addresses of your group onto the To line. Then choose the security options for sharing for this folder and click Share. Please note that if you have both check boxes for the security options unchecked, then the recipients will only be able to view the folder and will not be able to edit your documents.



When you have a **file or folder selected** you can see who you are **sharing** the file or folder with.

When you have a **file or folder selected** you can see who you are **sharing** the file or folder with.

Name	Date modified	Last modified by	Shared with	Size
1st Hour Assignments	11/8/2011	Brianna McGee	People with a link	10 KB
1st Hour Collaborative	10/27/2011	Brianna McGee	People with a link	0 KB
1st Hour Teacher Documents	11/10/2011	Brianna McGee	Just me	10 KB
2nd Hour Assignments	10/27/2011	Brianna McGee	People with a link	0 KB
Brianna's Personal Folder	11/10/2011	Brianna McGee	Just me	0 KB
Brianna's Photos	10/27/2011	Brianna McGee	Just me	0 KB
Documents	10/27/2011	Brianna McGee	Just me	0 KB

Sharing list:

- TestStaff01@live.o... Can edit X
- teststaff02@live.os... Can edit X
- TestStu02@studen... Can edit X

To **remove a person** from being able to view or edit this folder, **click the X** next to their email address.

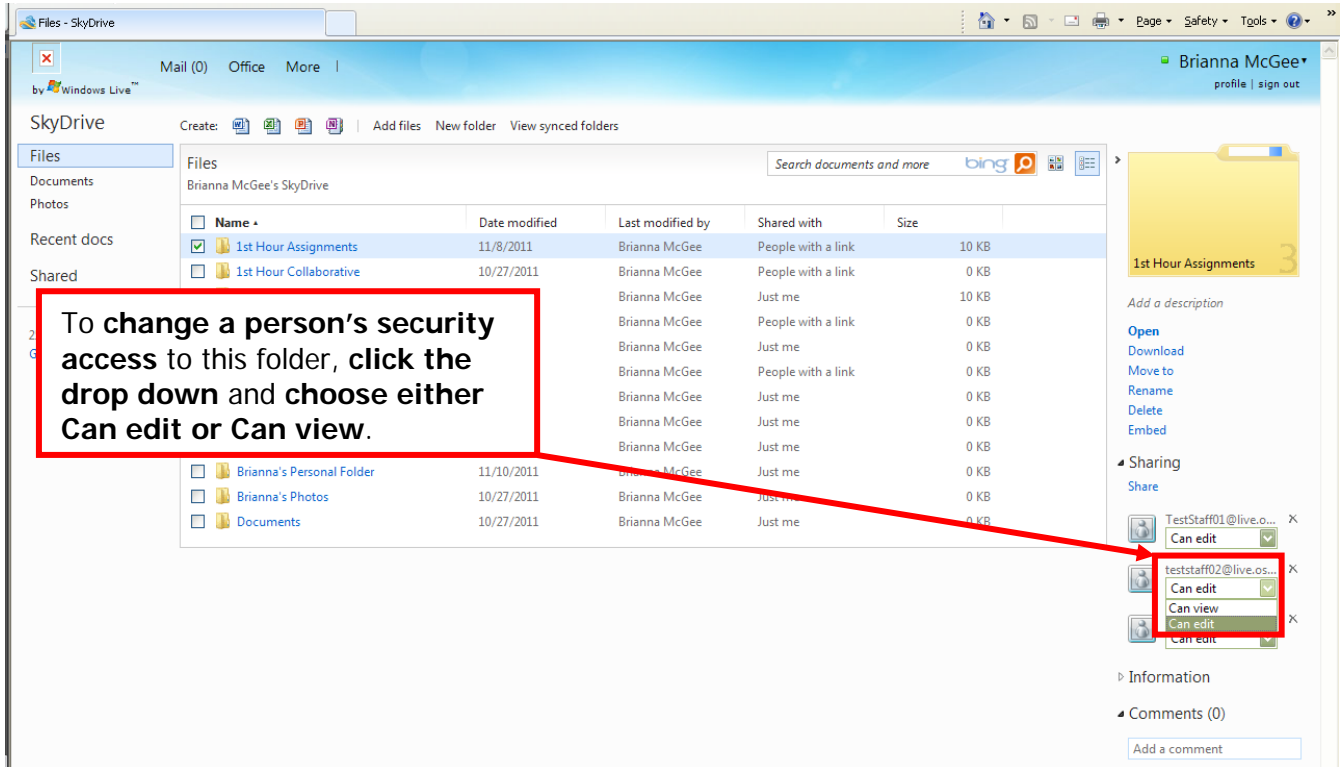
To **remove a person** from being able to view or edit this folder, **click the X** next to their email address.

Name	Date modified	Last modified by	Shared with	Size
1st Hour Assignments	11/8/2011	Brianna McGee	People with a link	10 KB
1st Hour Collaborative	10/27/2011	Brianna McGee	People with a link	0 KB
1st Hour Teacher Documents	11/10/2011	Brianna McGee	Just me	10 KB
2nd Hour Assignments	10/27/2011	Brianna McGee	People with a link	0 KB
Documents	10/27/2011	Brianna McGee	Just me	0 KB

Sharing list:

- TestStaff01@live.o... Can edit X
- teststaff02@live.os... Can edit X
- TestStu02@studen... Can edit X

To change a person's security access to this folder, click the drop down and choose either Can edit or Can view.



The screenshot shows the SkyDrive interface for Brianna McGee. A table lists files and folders with columns for Name, Date modified, Last modified by, Shared with, and Size. The '1st Hour Assignments' folder is selected. On the right, the sharing section shows a list of users with their permissions. The user 'teststaff02@live.os...' has 'Can view' selected, which is highlighted by a red box. A red callout box with a white background and black text points to this selection, containing the instruction: 'To change a person's security access to this folder, click the drop down and choose either Can edit or Can view.'

Name	Date modified	Last modified by	Shared with	Size
1st Hour Assignments	11/8/2011	Brianna McGee	People with a link	10 KB
1st Hour Collaborative	10/27/2011	Brianna McGee	People with a link	0 KB
Brianna's Personal Folder	11/10/2011	Brianna McGee	Just me	0 KB
Brianna's Photos	10/27/2011	Brianna McGee	Just me	0 KB
Documents	10/27/2011	Brianna McGee	Just me	0 KB

Sharing permissions for '1st Hour Assignments':

- TestStaff01@live.o...: Can edit
- teststaff02@live.os...: Can view
- Can edit