



## Office 365 - How to use OneDrive and Share a Document

## (Exchange administrators only)

- 1. Login to 365.lincoln.ac.uk
- 2. Go to your Apps and run OneDrive:

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	Office 365				,O Sean	ch								
			Apps										Install Office $\vee$	
			Outlook	OneDrive 0	Word	Excel	PowerPoint	N OneNote	SharePoint	Teams	Class Notebook	Sway	F	
			Explore all your	$_{\rm apps} \rightarrow$										
			Document	ts							↑ Upload a	and open	New 🗸	
			Recommende	d									$\langle \rangle$	

3. Upload or drag and drop the file(s) or folder to share:

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Create new									

- 4. Select and tick the file or folder.
- 5. Right click or click on the Share menu option.
- 6. Share by email or copy the link for posting into an email:

::: OneDrive							
Search everything	🔂 Open 🗸	🖌 🖆 Share 🐵 Copy link 🛓 Download 📋 D	elete 🗈 Move t	o 🗈 Copy to 🧷 R	ename $~_{\rm o}{\prime}^{\rm o}$ Flow $\vee$	S Version history	
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Shared libraries					Drag files here	to upload	
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