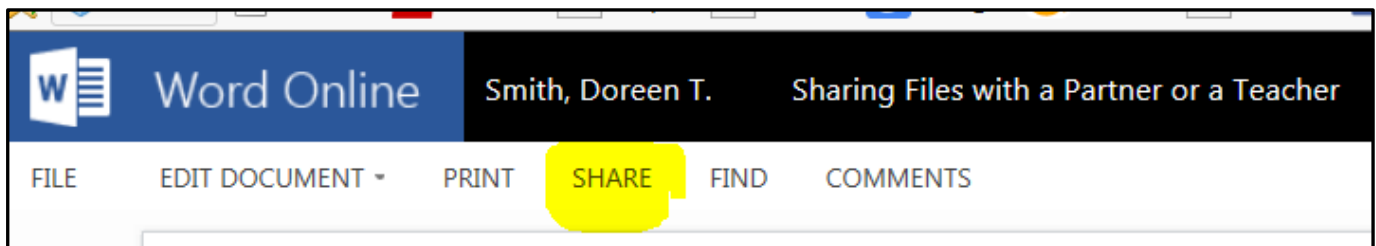


# Sharing Files in Office365 with Another Student or a Teacher

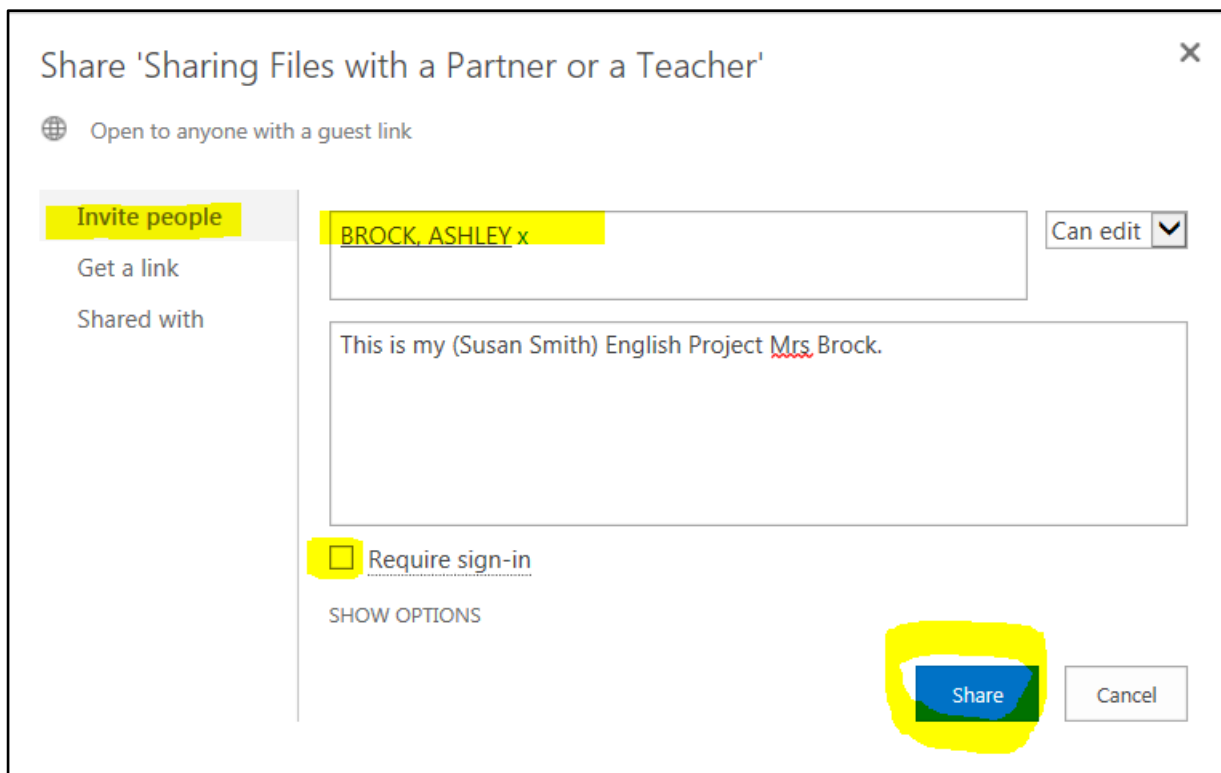
Click on the lock or



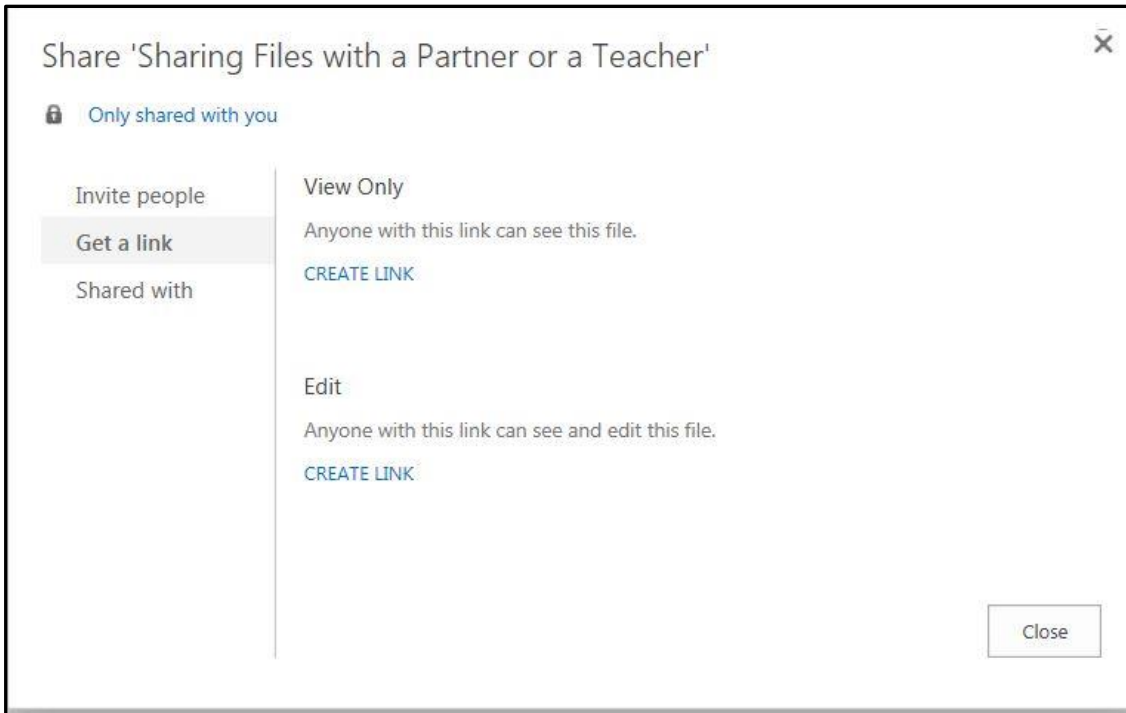
the “Share” button at the top of the page



Share the File by “Invite People” – Type the Teacher’s name (or the student’s name) in the address box, type a message, **uncheck the box that says “Require Sign-in**, and click Share.



**Another option is to “Share the Link” – Copy and paste the link into an email to the partner or your teacher. (Click Create a Link)**



**If you and another student are working on a project you may want to choose the “Edit” view. Your final project you may want to submit as “View Only”. Copy and paste this link into an email to the student or the teacher.**

