

## - OneDrive – Upload and Share Documents –

### Access Office 365

Go to [onedrive.fresnou.org](http://onedrive.fresnou.org) and login with your district email and password.

#### **Login Sample:**

Username: first.last@fresnounified.org

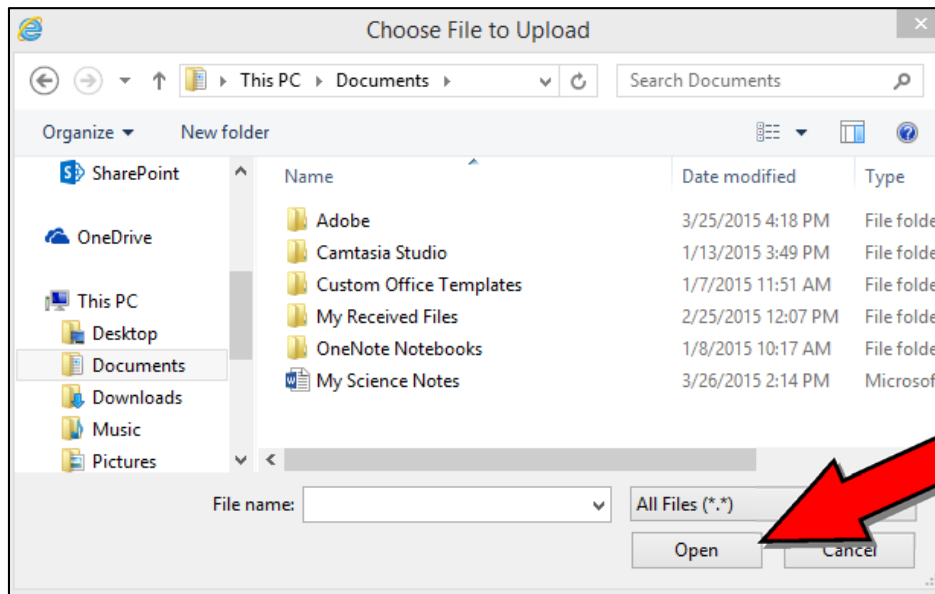
Password: \*\*\*\*\*

### Upload a File

1. Click **Upload**.



2. Browse to a file, click it, and click **Open**.

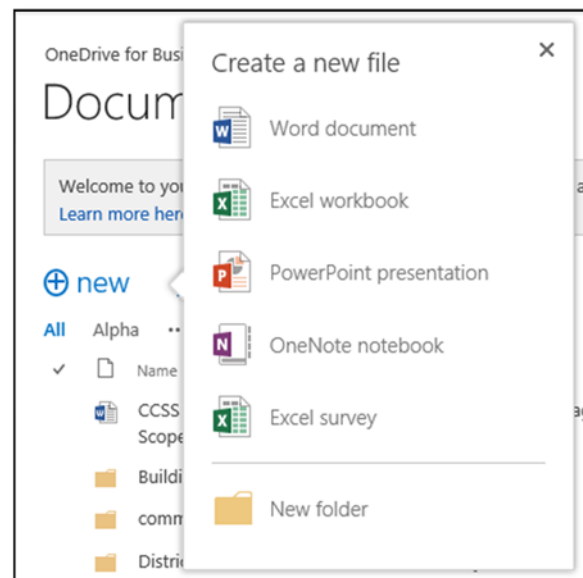


### Start a New Document or Folder

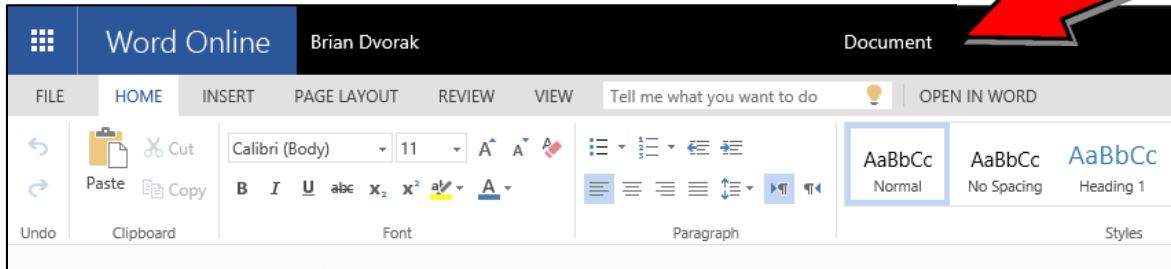
1. Click **New**



2. Click on a **file type** or click **New Folder**

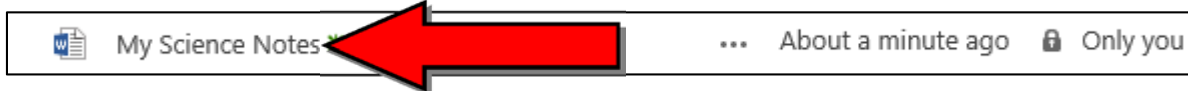


Name your file by clicking the word **“Document”** and typing a name.

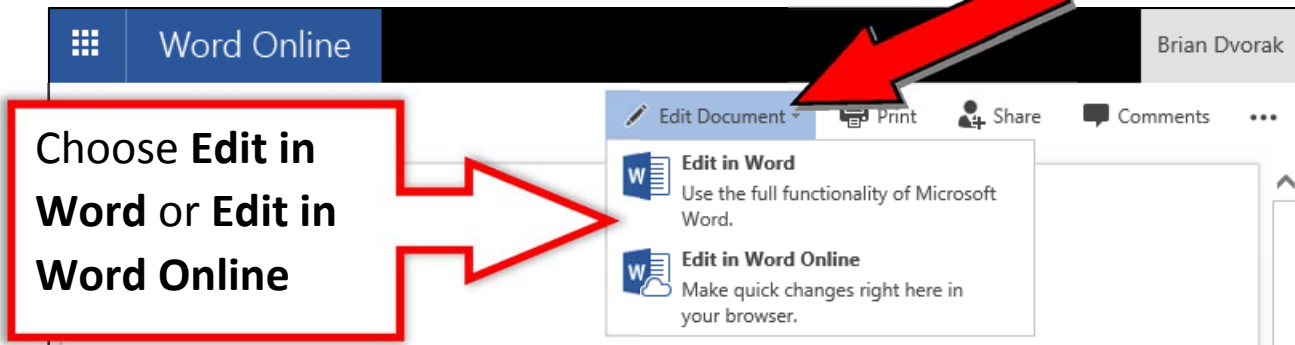


### Editing a Document

1. Open a document by clicking on the **file name**



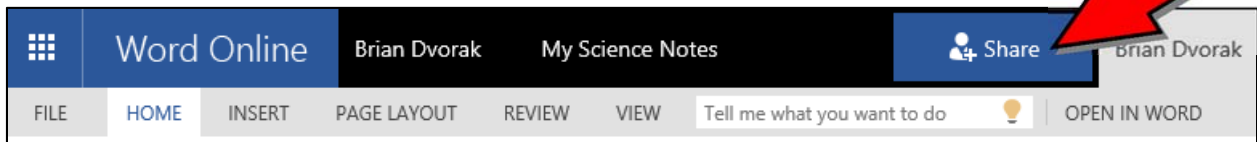
2. Click **Edit Document**



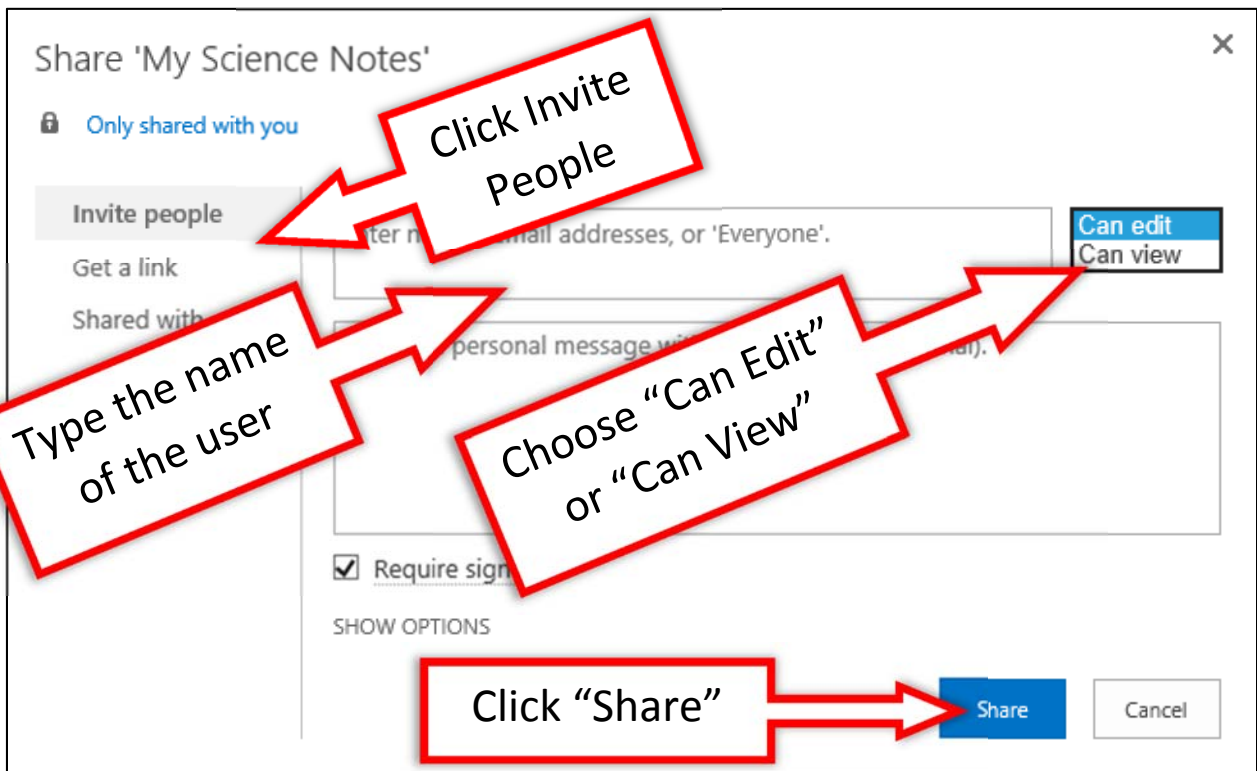
Share a Document

There are two ways to share a document. You can share it while you are editing online or you can share it from within the OneDrive list.

**Option A:** While editing a document online, click the Share button at the top right.

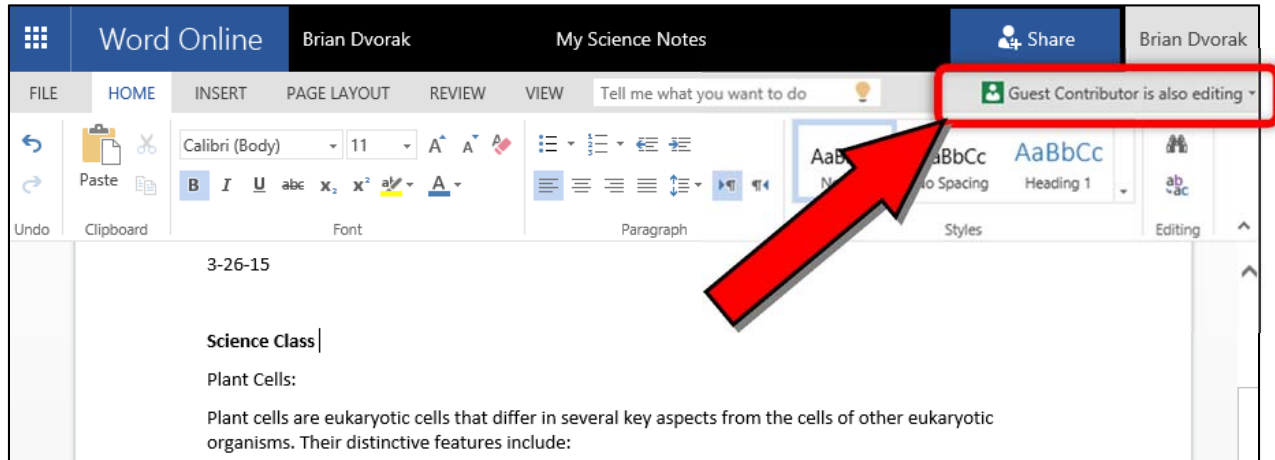


**Option B:** While viewing your file list in OneDrive, click the padlock icon under the Sharing column.



*Note: The person you share with will receive an email containing a link to the document.*

At this point you can edit the document together in real time.



Find documents shared with you

Click **Shared with me** on the left side of your OneDrive. This provides a list of all documents that have been shared with you.

Or, if you know the sender or the file name, type it into the **search box** and hit enter.

