

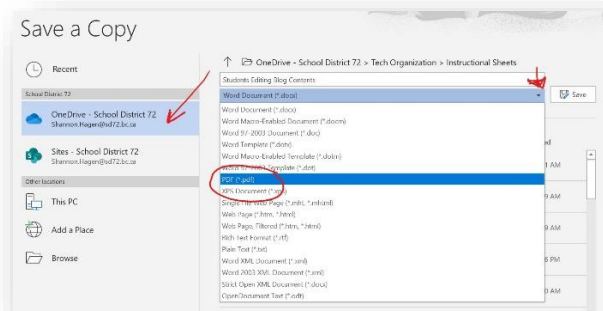


Sharing Files Via Email as Links Rather Than Attachments

Emailing a large number of recipients documents as attachments will often prevent the email from being sent. A much better method is emailing a link to the document stored on your desktop.

If the document isn't already in a PDF format, save it as one.

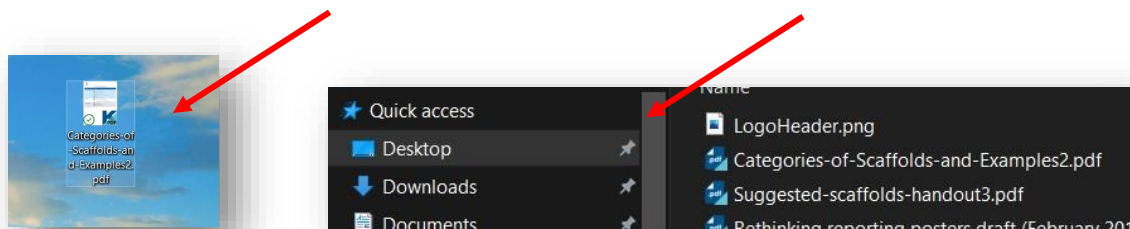
File>Save As (a Copy)>Pdf (from the drop down menu). Save this to your DESKTOP.



This is me.

ACCESSING THE SHARE LINK FROM YOUR WORK COMPUTER

- Locate the pdf file you have saved to your desktop.

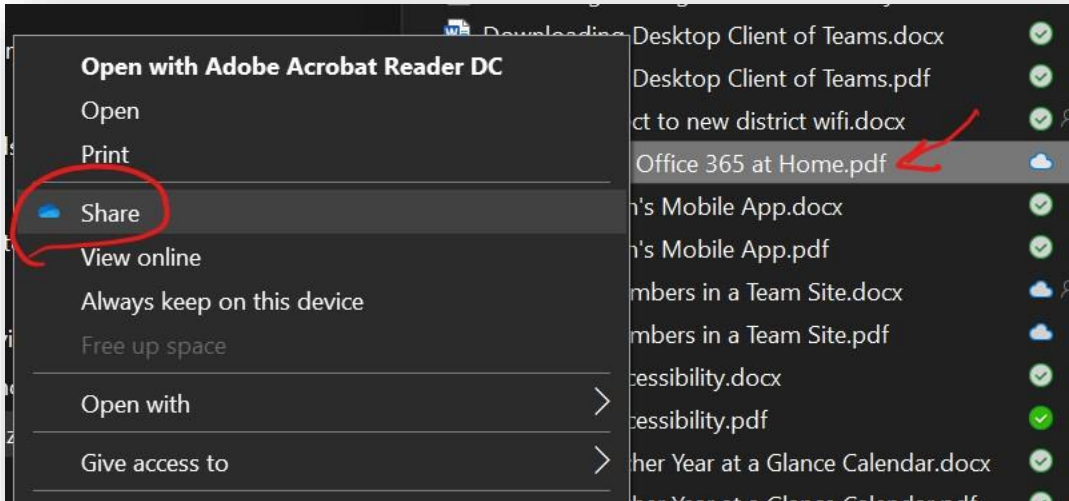


- Right Click on the document you'd like to share.
- Select "Share" from the list.

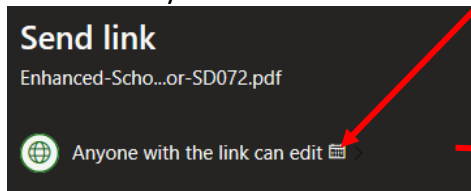


CAMPBELL RIVER

School District 72

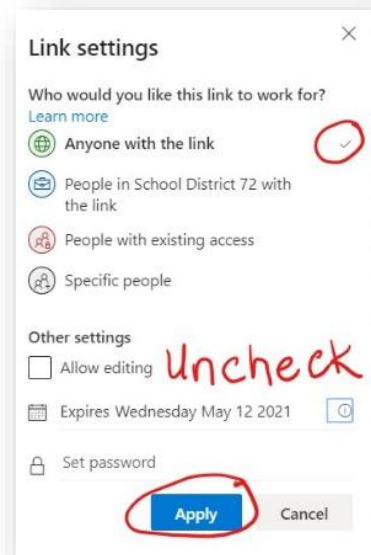


- You are now presented with a popup window. If you are sending this via MyEd BC to parents or students for information or as a resource you do not want to send it with editing rights.
- Click on “Anyone with the link can edit”



choose the following settings:

- Anyone with the link
- Uncheck Allow Editing (NOTE – if you do not do this, your recipient will have the capability of editing YOUR ORIGINAL document in your own OneDrive !!!)
- Leave expiration date
- Do not set a password



- Click “Apply”
- Click on “Copy Link” on the bottom left of the window.

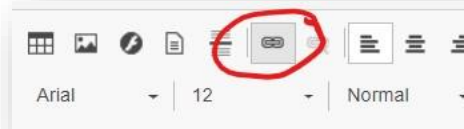


CAMPBELL RIVER

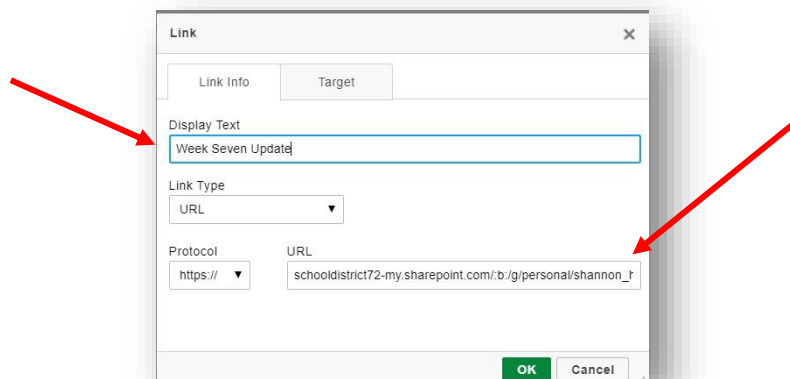
School District 72

Inserting Link into MyEd BC email window

- Log into MyEd BC.
- Navigate to the Email application.
- Write the body of your email
- Click on the Hyperlink icon.



- Type in the name of the document. Paste in the URL of the document link.



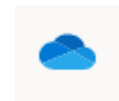
- Click OK.
- Click Send.

ACCESSING THE SHARE LINK FROM OFFICE.COM

If you are not at work and need to send an email from home from a personal computer, you can still access documents saved to your desktop from home.

- Log into “office.com”. Use your SD72 email address and network password.

- Click on the OneDrive icon. This is the icon that looks like a blue cloud. It will be located on the left side bar with the other office applications.



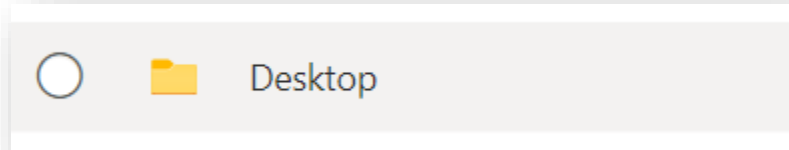
It will

- Navigate to the “Desktop” folder that is located in your OneDrive.

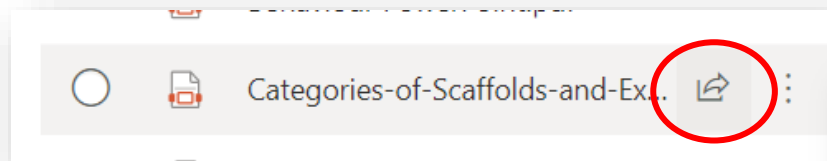


CAMPBELL RIVER

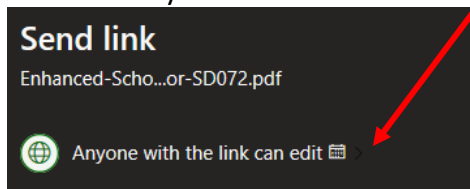
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- Locate the file that you will be sharing. Hover your mouse over the right side of the file name. A share icon will appear. Click on this.

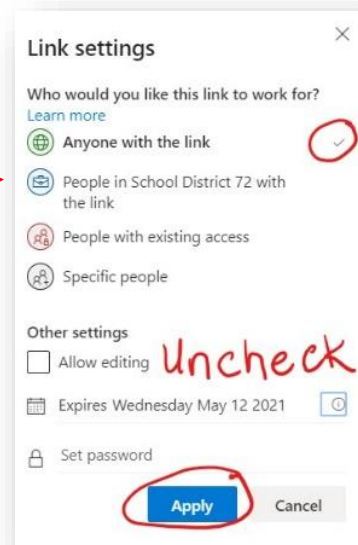


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- Do not set a password



- Click “Apply”
- Click on “Copy Link” on the bottom left of the window.

Follow the steps listed above to use this link in the MyEd email application.