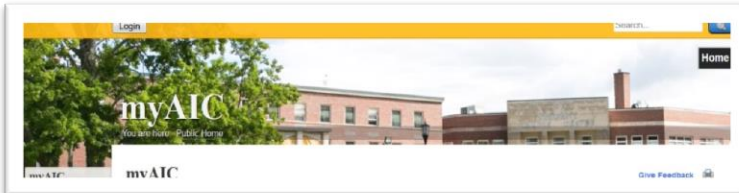


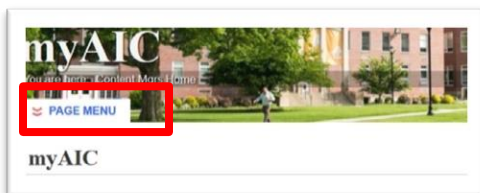
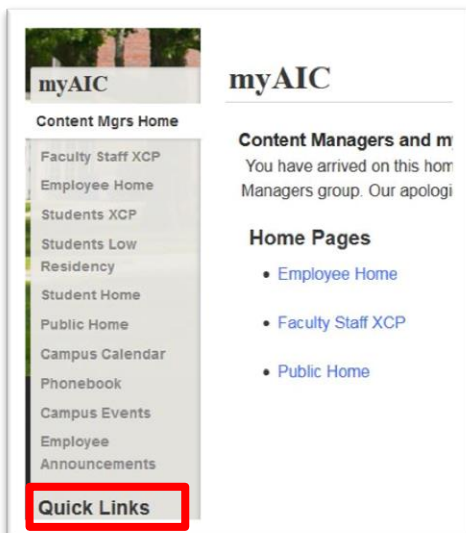
## Sharing Documents in OneDrive

- **OneDrive** is part of your MS 365 account.
- Documents and projects are available from any computer in any wireless location.

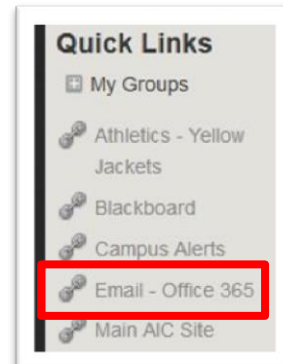
- To open **OneDrive**, log in to **myAIC**.



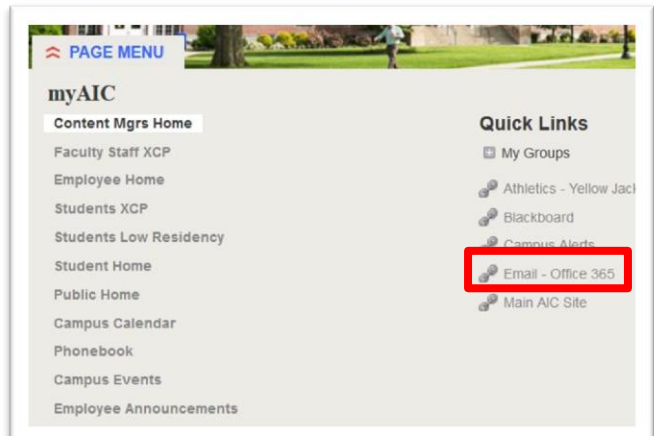
- Go to **Quick Links** either in the grey bar on the left side of the myAIC home page, or the **Page Menu tab** on the top of the myAIC home page.



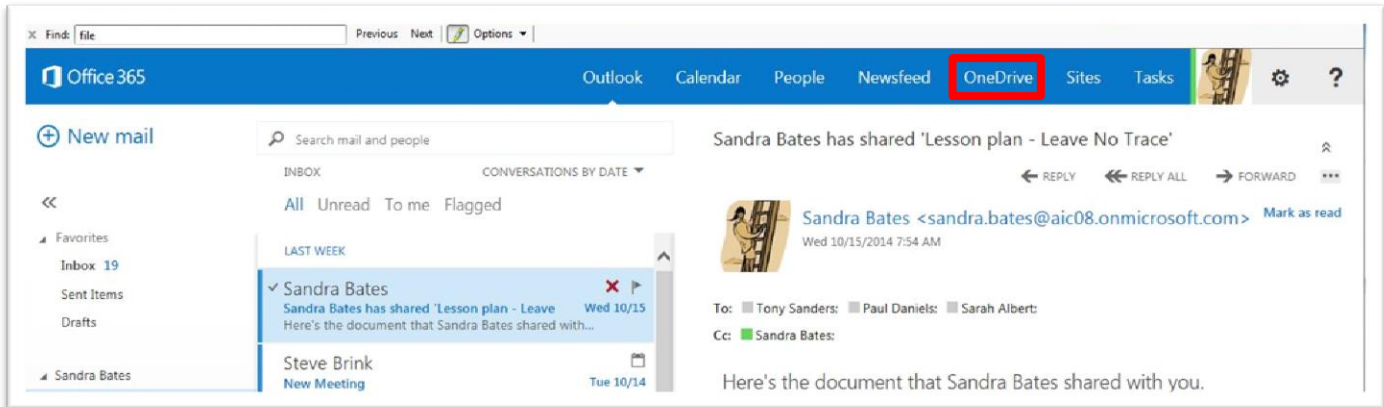
- Choose **Email – Office 365**



Or

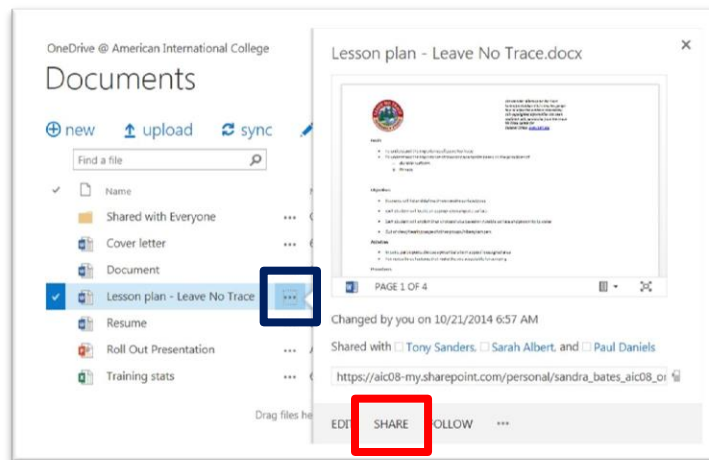


- Office 365 opens to your Outlook email.
- Choose the **OneDrive** tab from the navigation bar.



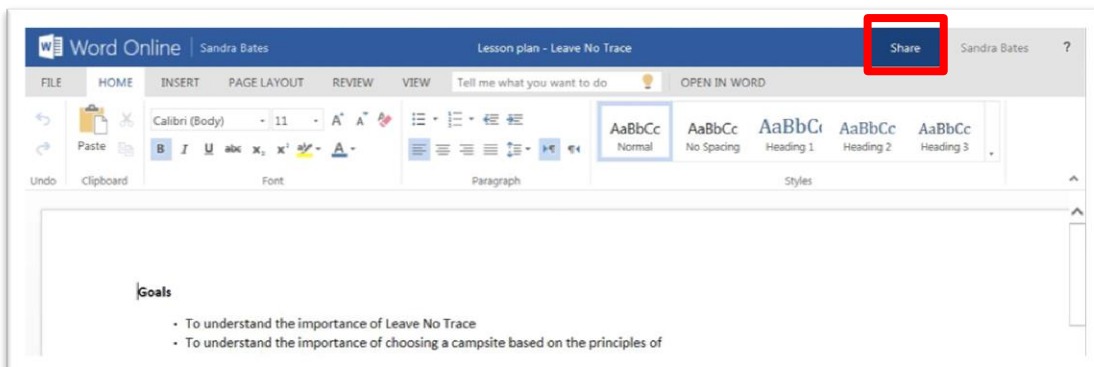
**There are two ways to share a document.**

- From your library, click the ellipses next to the document you want to share, and then click **SHARE** in the document callout.

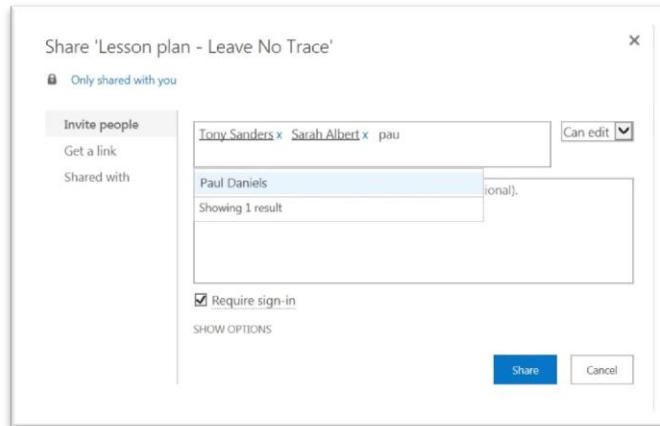


**OR**

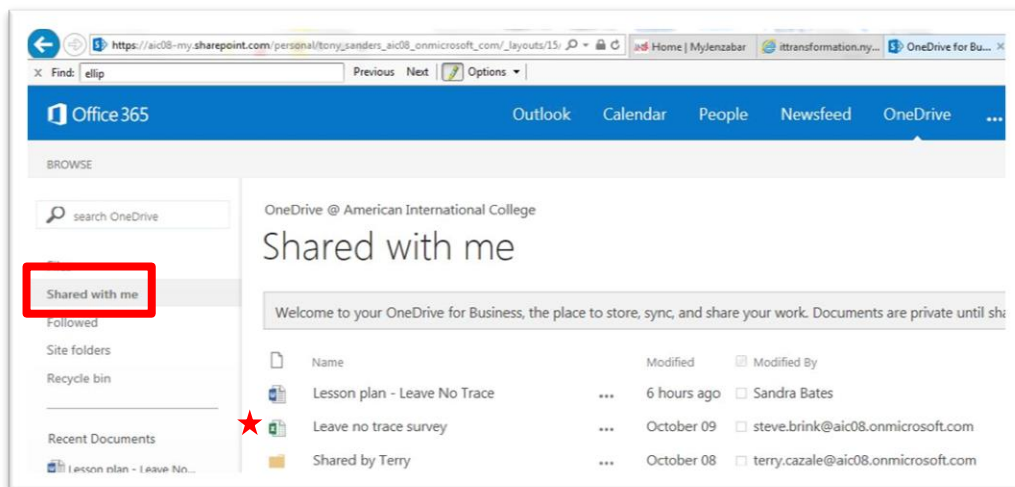
- From a document open in Word Online, click **SHARE** in the navigation bar.



- Enter the recipient's email address in the sharing invitation and send.



- The recipient can open and edit the document from their inbox.
- All shared documents are available in OneDrive from the **Shared With Me** folder.



- OneDrive allows multiple people to work in the shared document at the same time.  
**Example: Four users are currently working on this document.**

