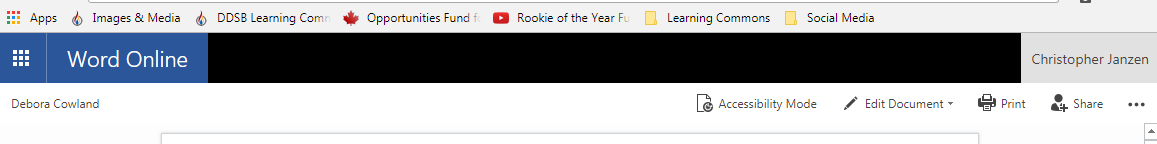
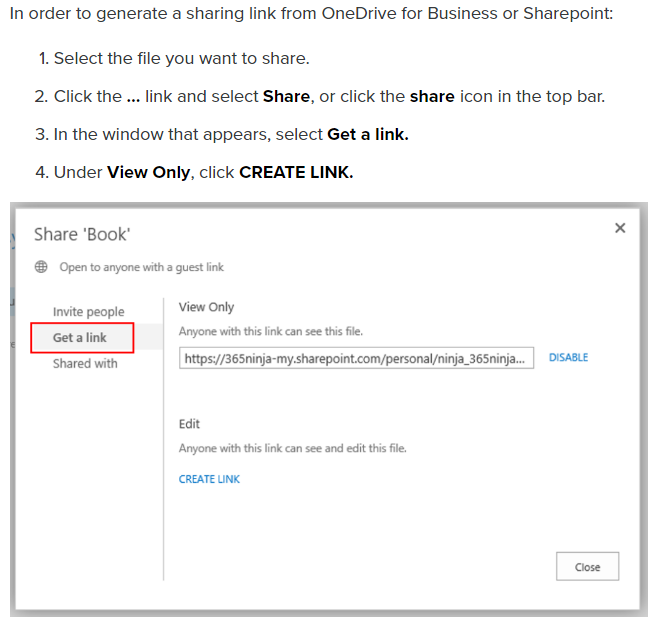
How to Share Files in Office 365

1. Long into Office 365 and create a document (Word, PowerPoint, Excel, etc.)
2. Generate a link to share from the share button:



1. A link is created to share.
2. Use this link to create a shortened URL to share with class:

<http://tinyurl.com/>