# Microsoft 365: Sending File Access to People Outside SD57

Note: At this time, we cannot send public links to files from Teams to people outside SD57. Download files you want to send out, then follow the instructions below.

OneDrive: Creating a Public Link and Emailing It Out

1. Sign in to your Office365 account.
2. On your Office 365 homepage, click on **OneDrive:** the blue cloud icon partway down the left side ( ). If you can't see it, click on **All Apps** and click **OneDrive** from there.
3. To upload a file to OneDrive from your computer: click **Upload**. Select **Files**.
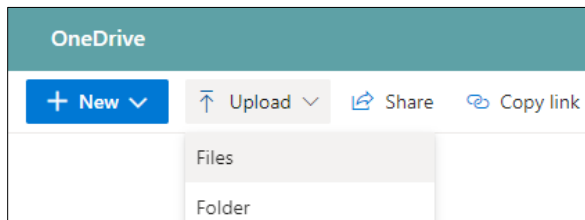
Then, select the file you want to upload and click **Open**.

4. When you have the file you want to send out on your personal OneDrive, select it and click **Share** ( )
5. A popup will appear. The default for sending a link is 'People you specify can view'. Click on those words for more options.
6. Select **Anyone with the link**.
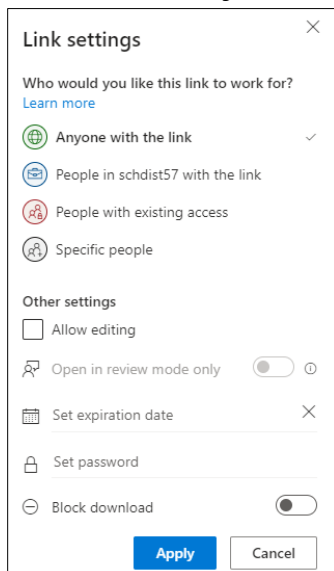
7. Click **Apply**.
8. Click **Outlook** to create an email with the link in it.
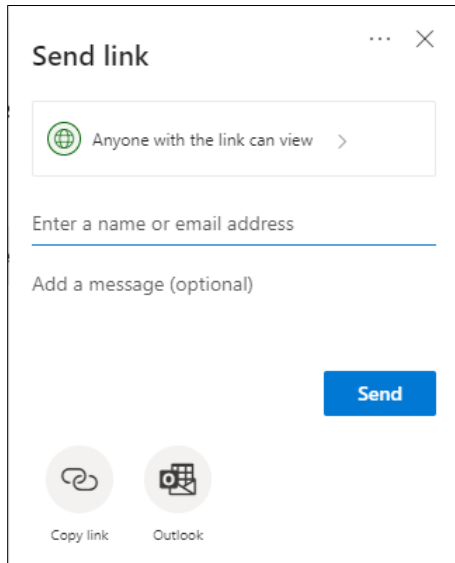
9. The email will have the link as the name of the file. You can then add your message around it as well as your contacts and contact lists, just like you would with a regular email.
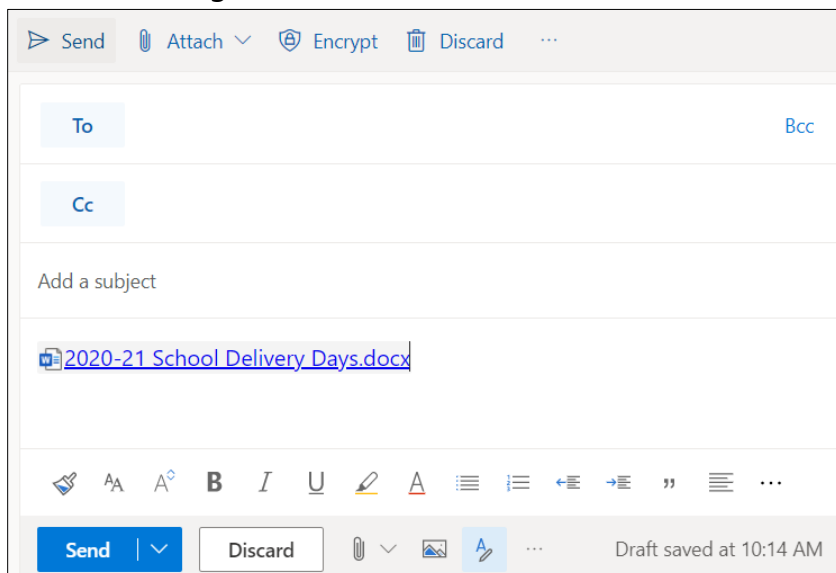
Note: Sending a file as a public link rather than an attachment allows you to edit the file without resending it out. **If you delete the file from your personal OneDrive or move it, the public link will no longer work.**

For more step-by-step guides on how to use Office 365 features, please go to: https://www.sd57curriculumhub.com/office-365