

Office 365 @ Burnaby Schools



Student Guide: how to share files with your teachers

Your Office 365 account allows you to easily share files and folders with your teachers. Rather than sharing each file one-by-one, you may find it easier to create a “share” folder in your OneDrive for each of your teachers. This guide will show you how to set up your share folders.

Step 1: log in to your Office 365 account at portal.office.com

Step 2: Go to your OneDrive

Step 3: Click “NEW”

Step 4: Click “Folder” in the drop-down menu

Step 5: Create a name for your folder using this format:

Period, Last Name, First Name

e.g., Period 1, Smith, Sam

Step 6: Share the folder by right clicking on the folder in your OneDrive, and then click “Share” in the drop-down menu. You can also access “share” by clicking the circle beside the file name and then clicking “Share” in the navigation bar at the top of the page.

Step 7: Type your teacher’s name (First Name Last Name) in the pop-up window, then click “Send”. You will want to make sure that you set the folder to view and edit so your teacher can make comments on your work.

Step 8: Confirm with your teacher that they can access your share folder.

