

LIONS CLUBS OFFICE 365

Managing your Club Document using OneDrive

Purpose

Now your Folder Structure is set up, it's time to minimise document attachments and maximise collaboration through self-service.

If you set up everything the right members will be able to access the right documents, or you can just send out a like to the files or folders as a reminder. You will be able to see which documents/folders are shared.

It's important to continue to add to your document folder and support the environment by continuing to go paperless. Remember you can scan documents and upload them to OneDrive too.

Managing Document Sharing

Office 365 has many great collaboration features, and in a fast-paced digital workplace, collaboration is key. You can share and work on documents with your club members simultaneously. You can request feedback and publish links so others can access your content and more collaborative functionality.

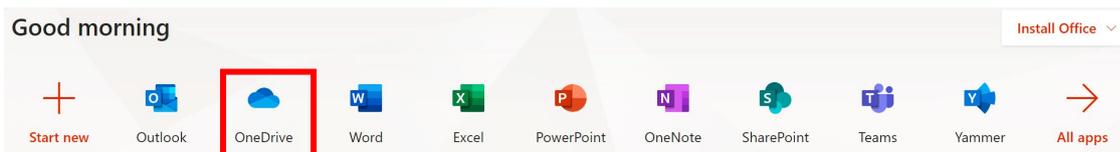
There are three types of default OneDrive sharing links to choose from:

- **Shareable:** Anyone with the link can share
- **Internal:** You can share with other Lions Clubs in Q1
- **Direct:** Only specific people can share

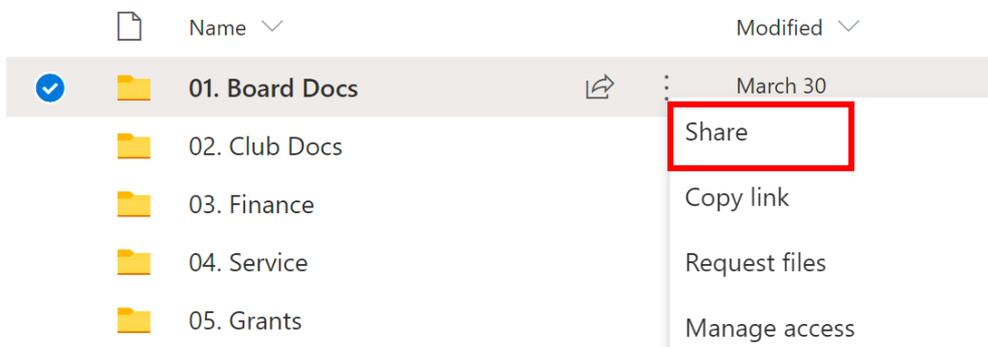
How to

Share a Folder

1. **Log in** to Office 365 using your email address and password
2. **Select** the OneDrive icon



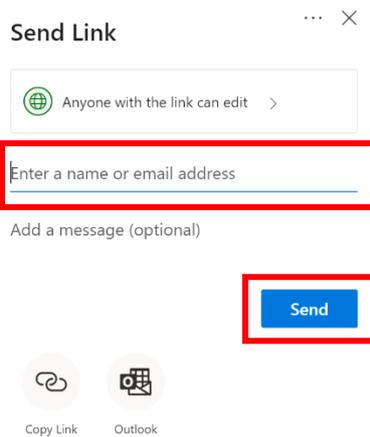
3. You can share either individual files, or a whole folder. Pick a file or folder, right-click, and then choose **Share**.



4. On the **Send Link** page, leave the default selection **Anyone with the link can view and edit**. Type names or email addresses of club members who you want to have access to the folder, and add an optional message. If you want your own copy of the email that will be sent, add your email address to the



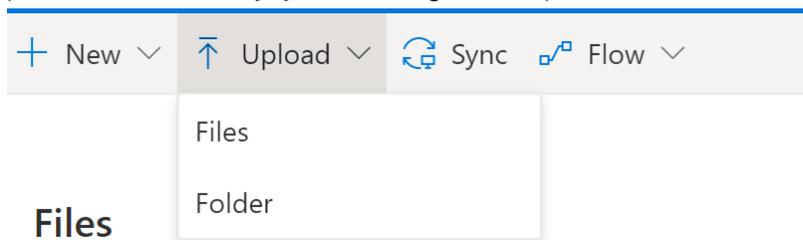
list



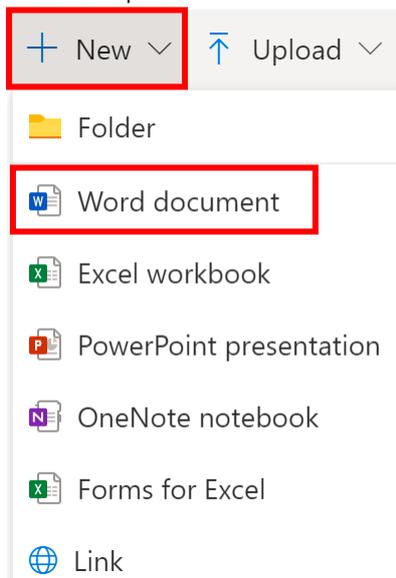
5. When you're done entering who you want to share with, select **Send**. The email is immediately sent to the people you invite

Add a Document

1. **Locate** the folder that you wish to add the document to
2. **Select** the **Upload** button from the toolbar and **Files**. Locate the file that is stored on your computer to proceed. Alternatively, you can drag and drop the file into that folder.



3. Another option is to create a blank document by selecting **New** then the **Document Type** i.e. word



Remember if you are using an existing template such as a Letterhead, its recommended that you open that template first and use the File > Save As option from the left-hand side toolbar

