

Step By Step Sharing a document:

1. Log on to your computer with you N number and Pin
2. Once you're in your computer, go to google chrome and it should bring you to [my.sarasotacountyschools.net](http://my.sarasotacountyschools.net) where you will again sign in with your N number and Pin
3. Once signed in to myscs, go to the Office 365. The icon is a black tile with a white cloud that says Office 365
4. Click on this tile and it will bring you to one drive, and all your school emails will appear. Go to the top left corner where there is a little icon that is a “waffle” and a drop-down list of utilities will appear and you will click OneDrive.
5. After clicking OneDrive, you will create a document by clicking “+New” located in the top middle of the screen. Here you will create any kind of document you choose
6. Once your document is created and you have finished your work, there is a small icon in the top right corner of the screen that is half of a box with an arrow coming out of it. If you hover over it, the box will say share. *Click it.*
7. Once you have clicked this icon, a box in the middle of the screen will appear that says “Send Link” and in the middle of this popup a blue line appears where you will type in “Crihfield” and select “Crihfield Sandy”
8. After clicking “Crihfield Sandy” you will press the blue box entitled “send” and that will be how you share a document. The document will go straight to Dr. Crihfield’s email and she will have access to your work.