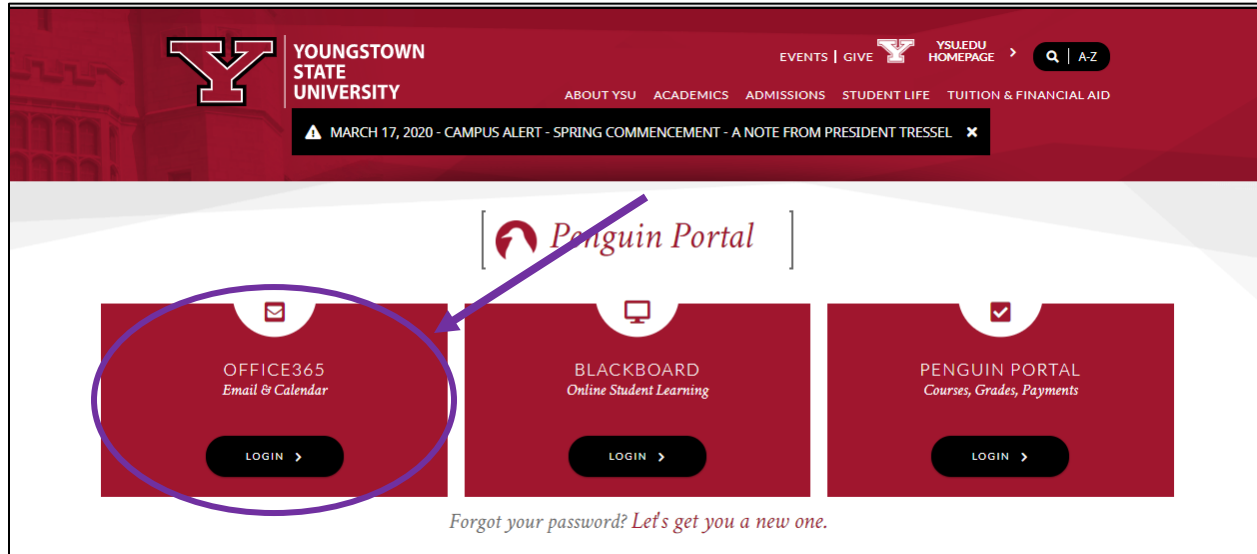
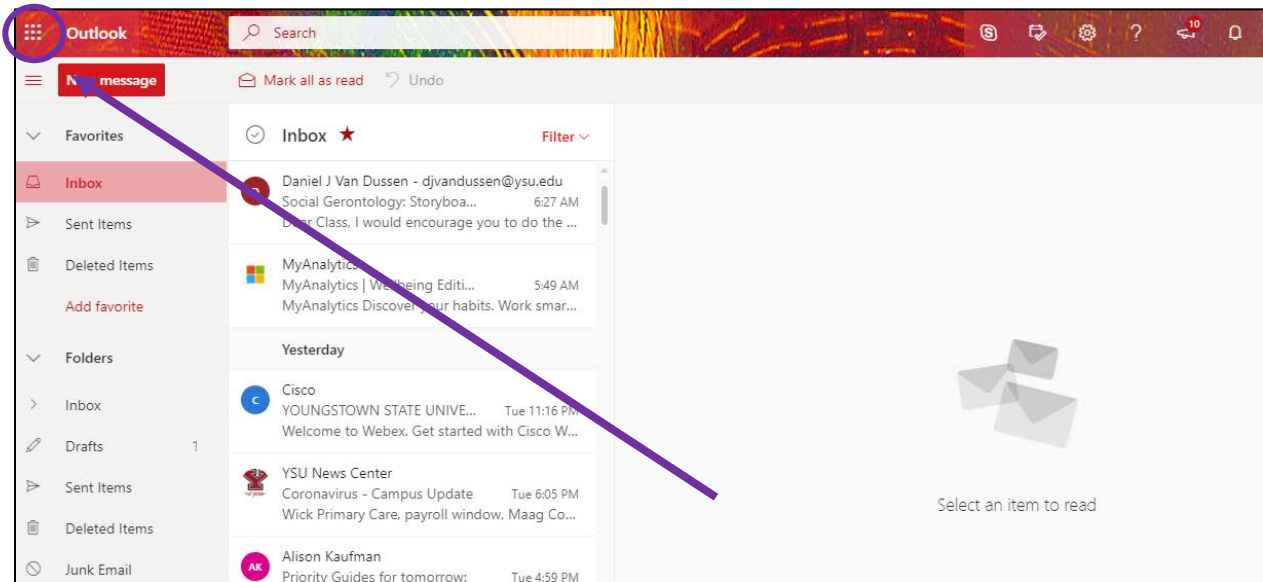


How to share a 365 excel document for viewing

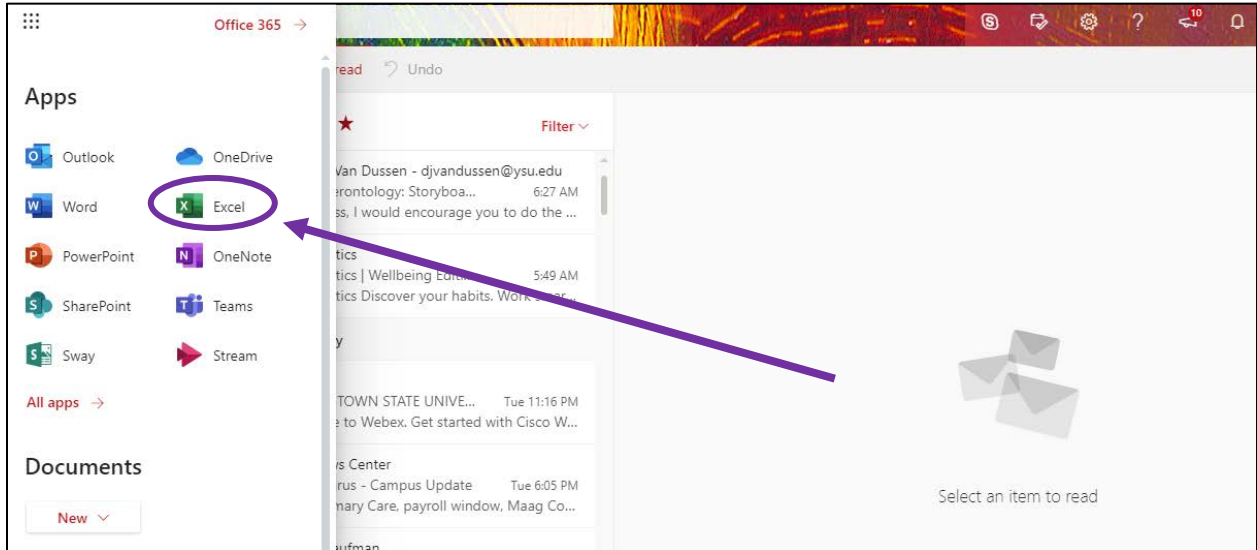
In order to access the online Microsoft 365 apps you must first go to the YSU penguin portal at this link <https://ysu.edu/penguin-portal>, and then select "Office 365".



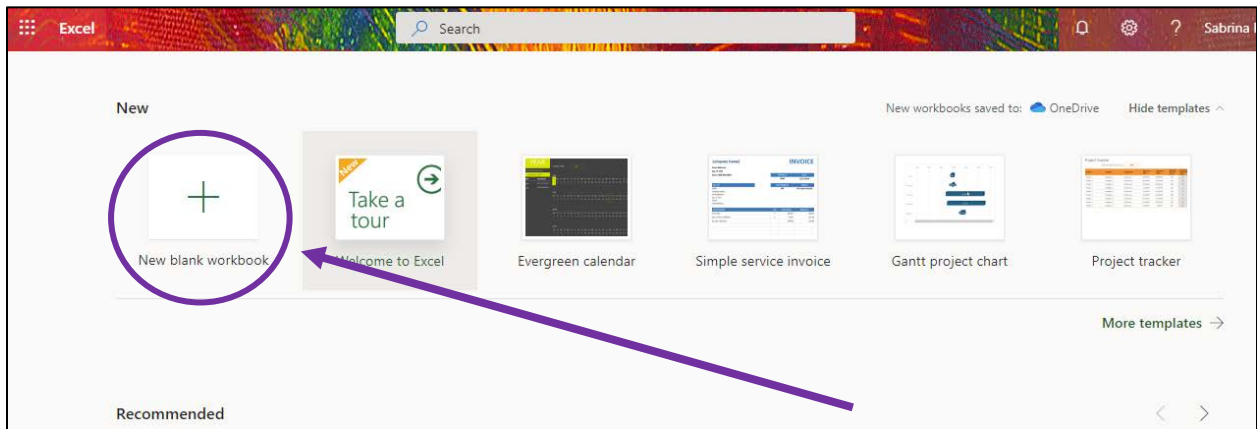
You may be asked to enter your YSU email and password before you gain access to Microsoft 365 online apps. You will then be guided to the Outlook email app. To access the Excel app you must select the square icon in the upper left hand corner.



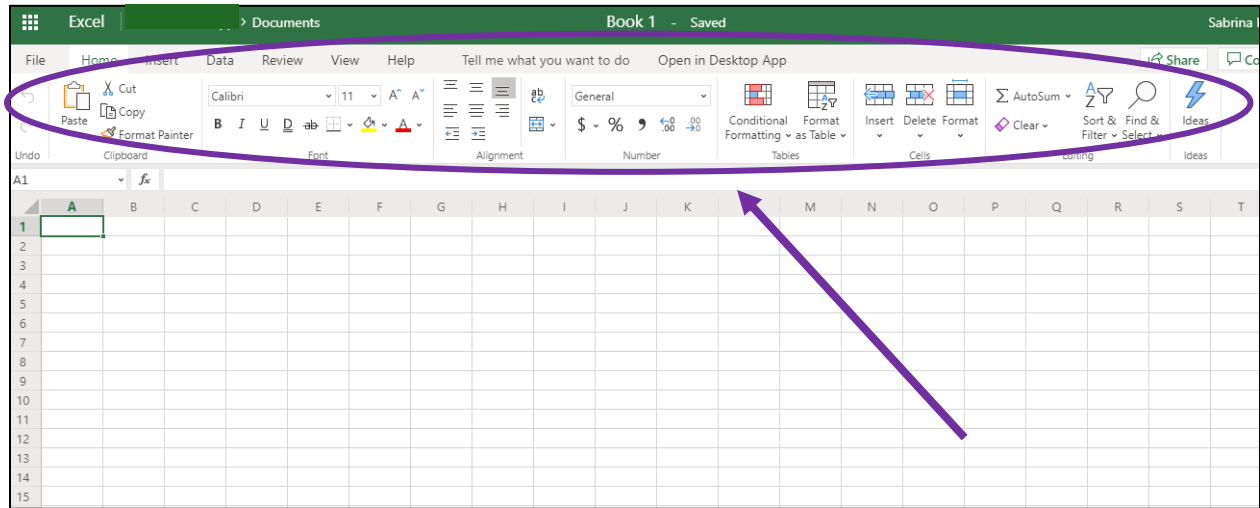
When you click on this square icon a drop down menu will appear with all Microsoft apps that are available. You want to select “Excel”.



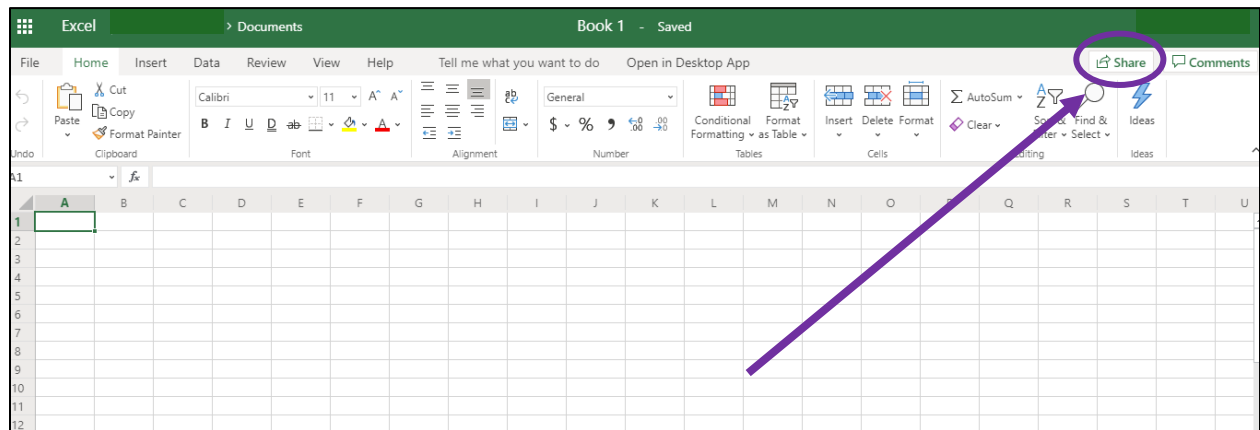
Once you select the “Excel” app you will be taken to the Excel home screen. Here you will be able to see any past workbooks you have accessed/created on the app. To create a new Excel workbook select “New Blank Workbook” that appears with a plus sign.



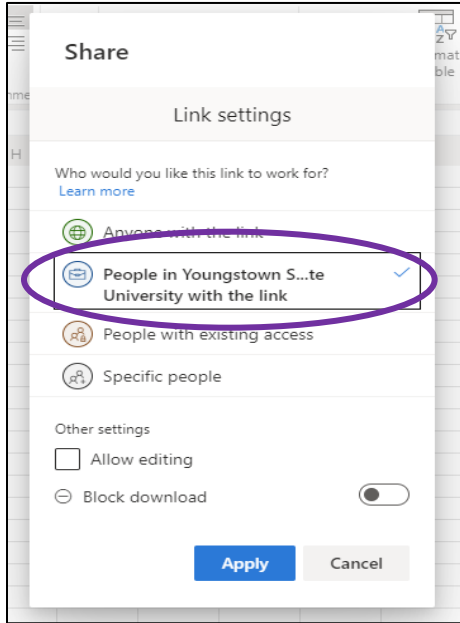
A new blank Excel workbook will appear where you can create your own work. Editing, design and formatting tools are located across the top of the page (add/edit/remove cells, editing the size/color/font of the text, inserting formulas and data, etc.).



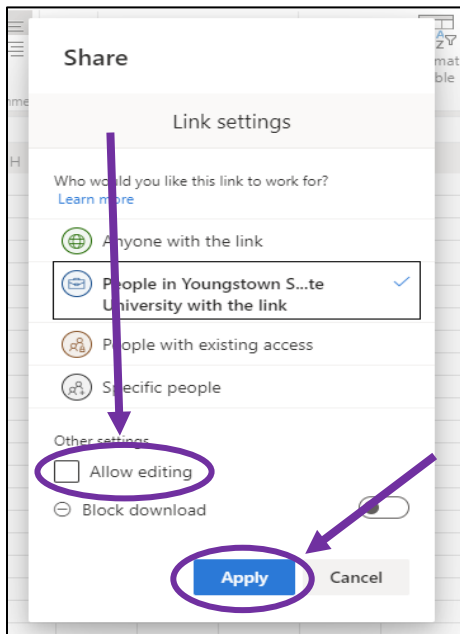
To share your workbook with students and others, click on the “Share” button located in the upper right hand corner of the page.



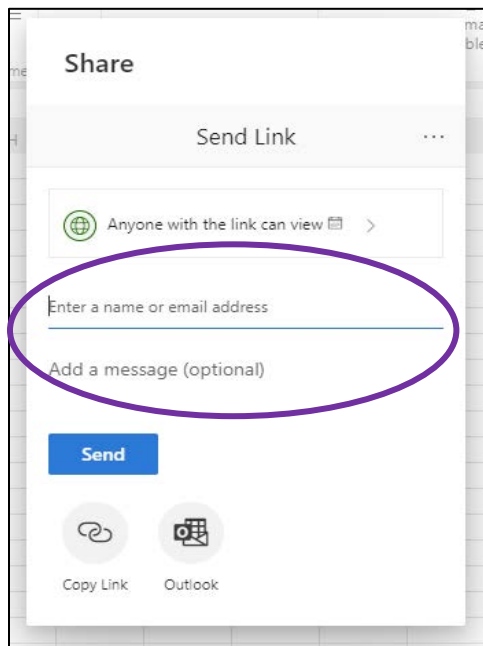
Once you click the “Share” button, a new window will appear. In this box you can select which group can view your workbook. It will default to the most common choice of “People in YSU with the link can view” meaning in order to view the workbook a person will need the link and a YSU Outlook account.



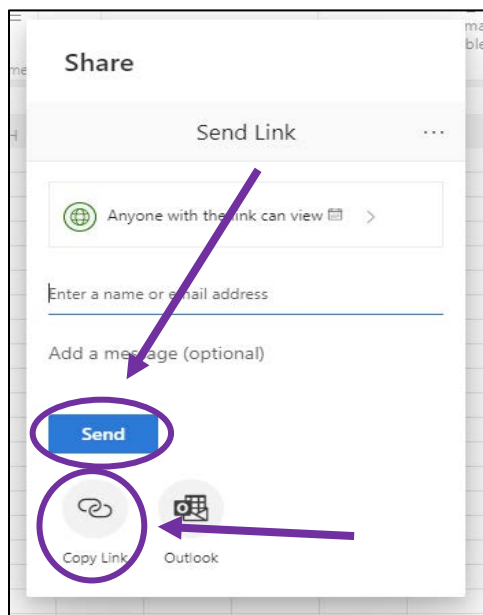
You can also allow the people you share your workbook with, to edit your workbook, you do this by checking the box that says “Allow Editing”. Once you make your selections remember to click the blue “Apply” button towards the bottom of the window.



Then you can enter the email addresses of your students or others whom you want to share your workbook with. (**Note:** as you enter email addresses your YSU Outlook email address book should be linked, making finding emails easier to find).



You can also click the “Copy Link” button, which copies a link that takes others straight to your workbook when they click on it. This may be a helpful option if you wish to share the workbook on Blackboard or other platforms. When you finish making your selections, remember to click the blue “Send” button.



You will know you successfully shared your workbook when a new window pops up after clicking the “Send” button. The window will contain a green checkmark in it.

