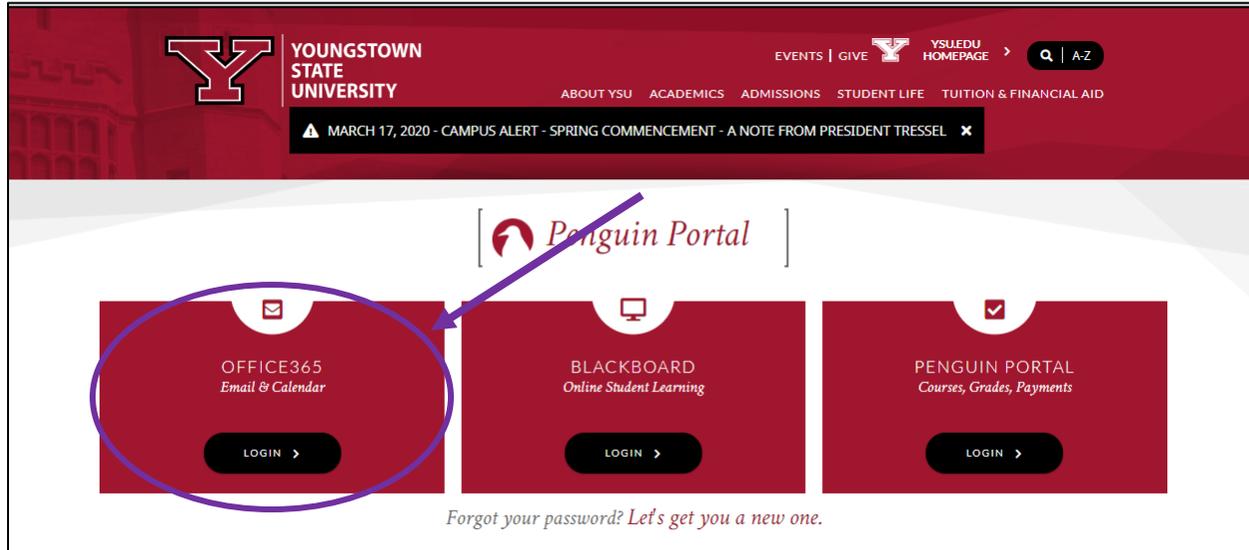
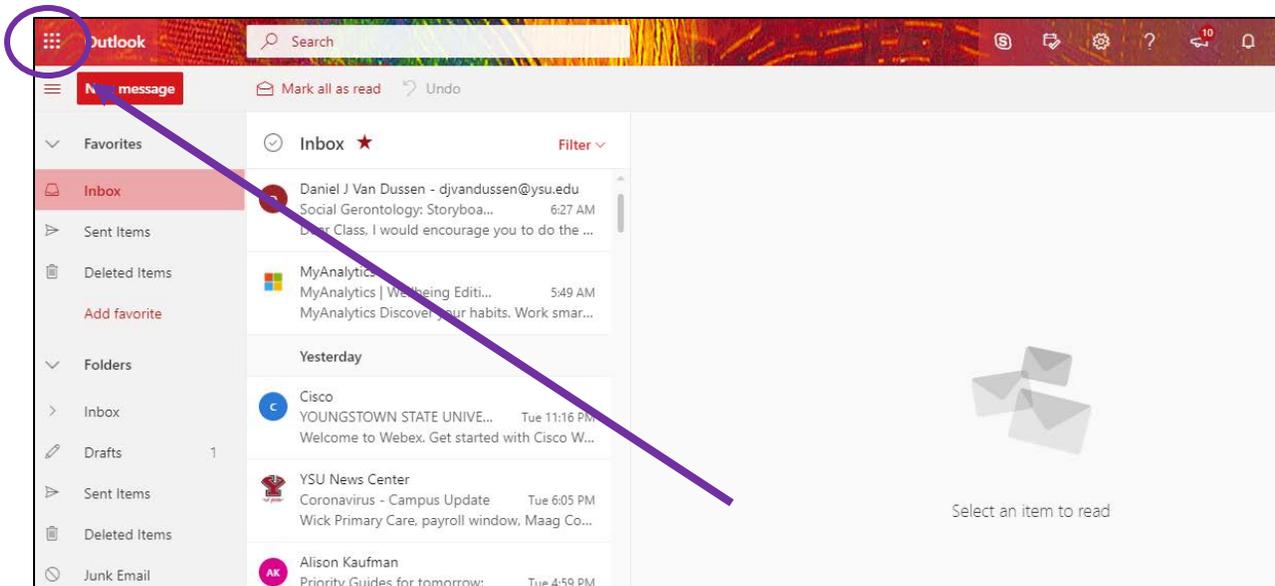


How to share a 365 word document for viewing

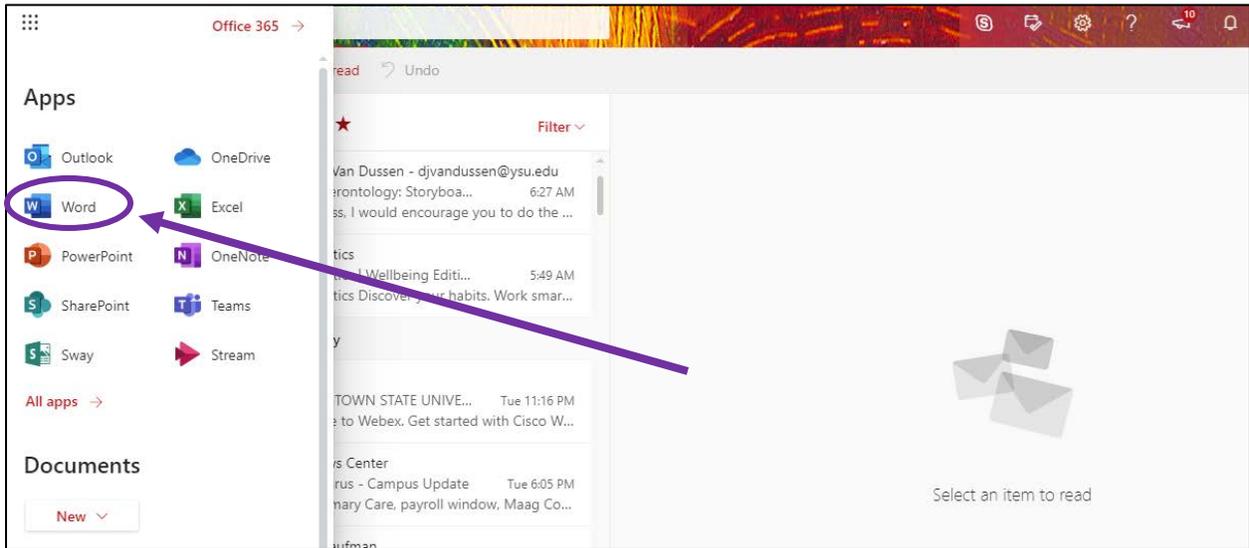
In order to access the online Microsoft 365 apps you must first go to the YSU penguin portal at this link <https://ysu.edu/penguin-portal>, and then select "Office 365".



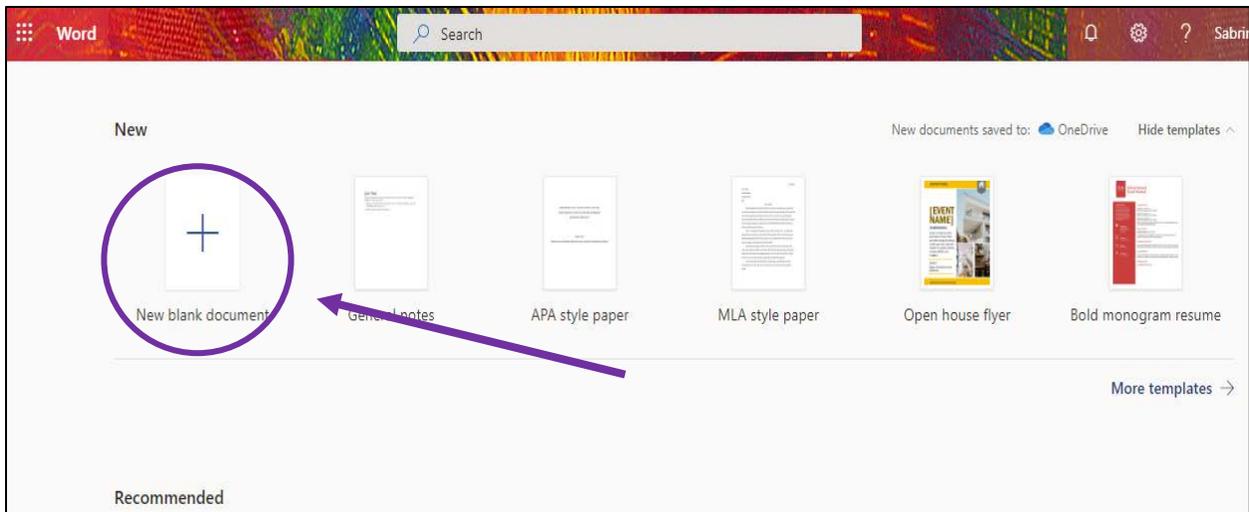
You may be asked to enter your YSU email and password before you gain access to the Microsoft 365 online apps. You will then be guided to the Outlook email app. To access the Word app you must select the square icon in the upper left hand corner.



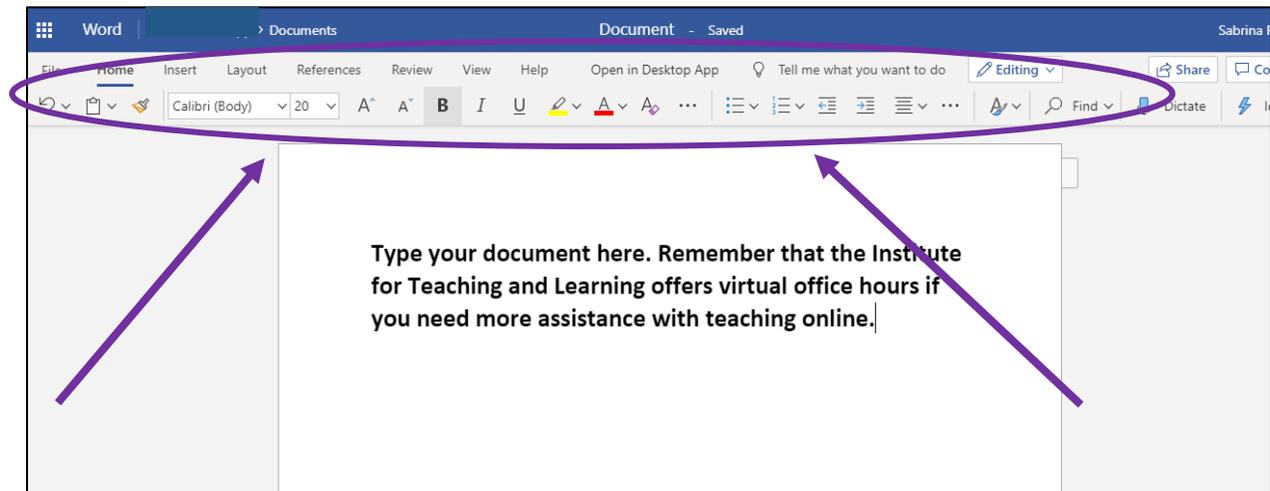
When you click on this square icon a drop down menu will appear with all Microsoft apps that are available. You want to select “Word”.



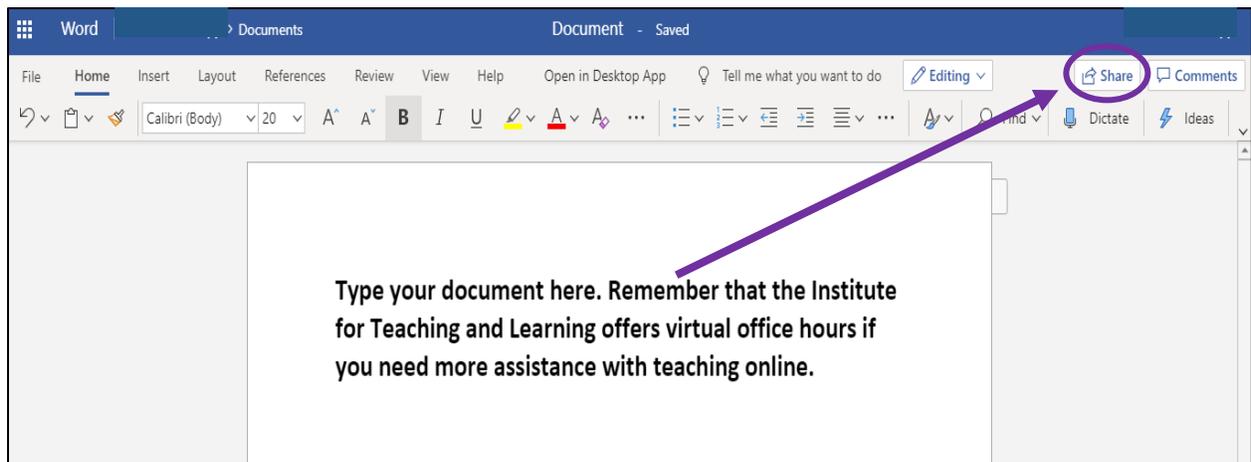
Once you select the “Word” app you will be taken to the Word home screen. Here you will be able to see any past documents you have accessed/created on the app. To create a new word document select “New Blank Document” that appears with a plus sign.



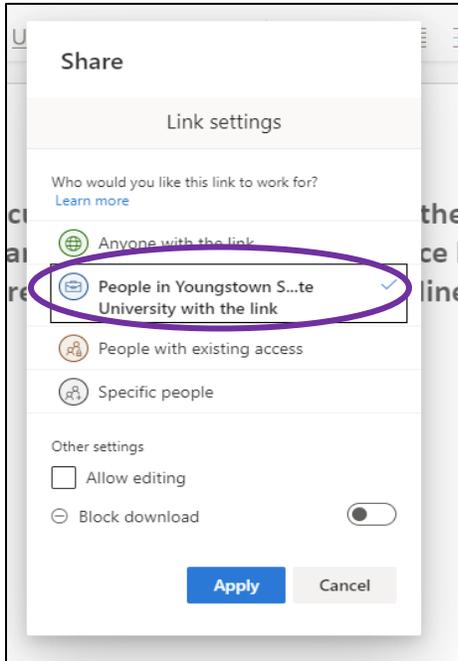
A new blank word document will appear where you can create your own work. Editing, design and formatting tools are located across the top of the word document (you can change the color of the font, size of the font, insert shapes and text boxes, change the orientation/alignment of the text, etc.)



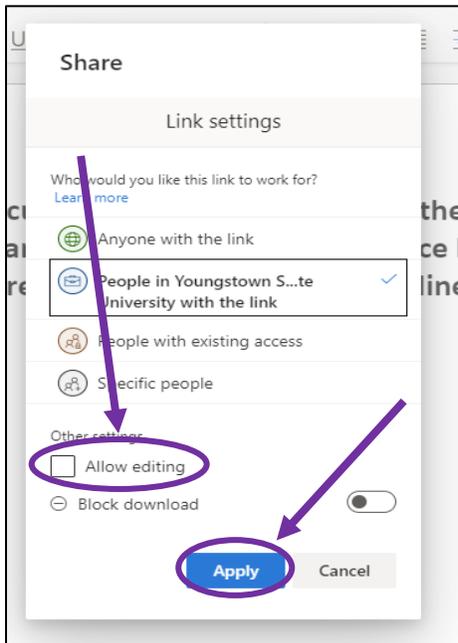
To share your document with students and others, click on the “Share” button located in the upper right hand corner of the web page.



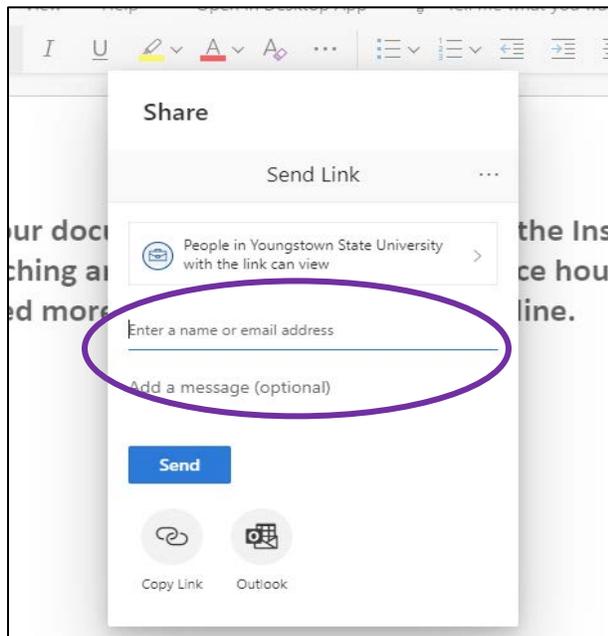
Once you click the “Share” button, a new window will appear. In this small window you can select which groups can view your document. It will default to the most common choice of “People in YSU with the link can view” meaning in order to view the document a person will need the link and a YSU Outlook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



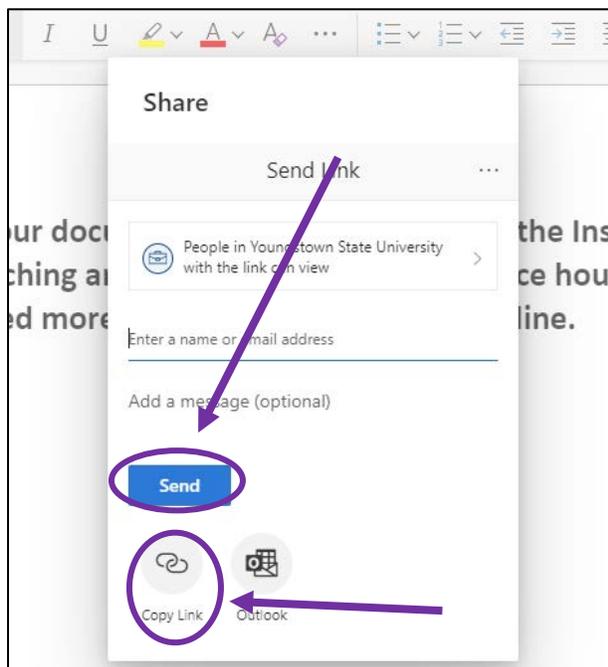
You can also allow the people you share your document with to edit your document, you do this by checking the box that says “Allow Editing”. Once you make your selections remember to click the blue “Apply” button towards the bottom of the window.



Then you can enter the email addresses of your students or others whom you want to share your document 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 document when they click on it. This may be a helpful option if you wish to share the document 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 document when a new window pops up after clicking the “Send” button. The window will contain a green checkmark in it.

