

## Using Office 365 cloud file sharing for your building's files (Desktops)

Each building has a Documents page stored in the cloud through Microsoft Office 365.

### **Since it's cloud based you'll have to access the Documents page using a browser.**

An example of the URL that you will need to use is below, with the example being for Arbor Creek. The highlighted portion (building abbreviation) is the only piece that needs to be changed to work for other buildings. For example, if you worked at Briarwood, you would just need to change the highlighted "ac" below to bw to create your link.

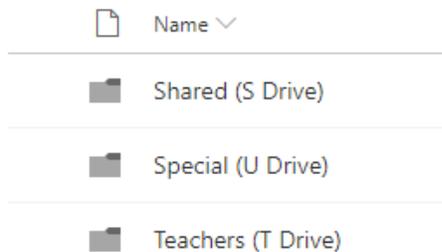
[https://olatheschoolsorg.sharepoint.com/sites/ac\\_share/Shared%20Documents/Forms/AllItems.aspx](https://olatheschoolsorg.sharepoint.com/sites/ac_share/Shared%20Documents/Forms/AllItems.aspx)

This site will prompt you to first sign in to authenticate to Office 365 before taking you to the Documents page. For your username you'll type in your full district email (ex. jmiller@olatheschools.org) and then use your district network password.

If it asks you to select "Work or school" or "Personal" account, always choose "Work or school"

If you copy paste the URL above, it will take you to the Documents page (pictured below). As you can see we've setup the folder structure similarly to your current network drives (S,T, U). The permissions on these folders are setup in the same fashion.

## Documents



At this point the Documents page functions similar to a user's OneDrive page or Dropbox page. For the folders you have permissions to you can drag new files in (or use the Upload button), create new sub-folders and edit documents just like you could with the network drives. The main differences being you can access your network drives from home and you have much more storage space. Making increased network drive storage space requests a thing of the past. When dragging files/folders over to the Documents page we recommend using Google Chrome for best results.

### To create a desktop/taskbar shortcut

For easy access you can either bookmark the URL to your Favorites in your preferred browser, or in **Google Chrome** there's a quick way to create a desktop shortcut that you can also drag to your Taskbar along the bottom.

Go to the URL above (in Chrome)

Click the three dots in the top right corner

Click More tools

Rename it if you'd like and click Add

This will create a desktop icon. And if you prefer you can pin it to your Taskbar by dragging it



### Permissions structure of the folders

#### **Shared (S Drive)**

XX\_Office (edit)

#### **Special (U Drive)**

XX\_Special (edit)

#### **Teachers (T Drive)**

XX\_Teachers (edit)