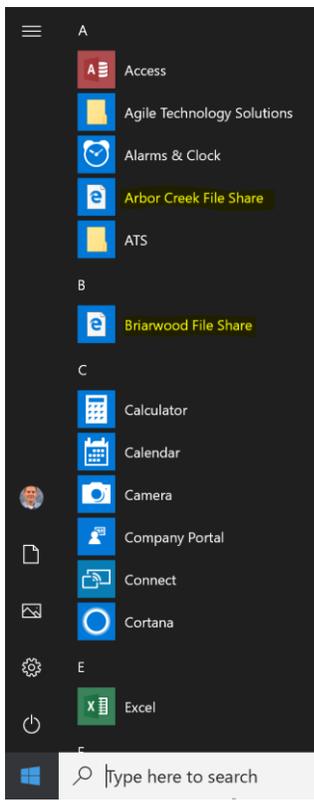


## Using Office 365 cloud file sharing for your building's files (Surfaces)

Each building has a Documents page stored in the cloud through Microsoft Office 365 to use for file sharing. This Documents page mirrors the Shared (S), Teachers (T), and Special (U) drives that you're accustomed to. In fact, we've already transferred over all of the contents of each Elementary buildings S,T,U drives to the cloud.

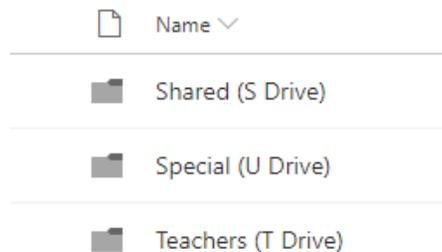
On the Surfaces we've created a link to your building's file sharing page that will take you directly to the page. If you click on the Windows start button (in the bottom left corner) your building's file share link should appear in the alphabetical list of programs. As you can see in the screenshot below I can see Arbor Creek File Share and Briarwood File Share because I've added my account to those buildings' groups.



From here you'll click on the corresponding link. If you've signed into the Surface as your network account, then you shouldn't have to type in your network credentials a second time after clicking the File Share link.

This link 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 shortcut

Left click and hold the "XX File Share" link in the Start Menu and drag it over to your Desktop

### Permissions structure of the folders

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

XX\_Office (edit)

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

XX\_Special (edit)

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

XX\_Teachers (edit)