You can use OneDrive to Microsoft Office documents, other files, and entire folders with people. The files and folders you store in OneDrive are private until you decide to share them, and you can see who a OneDrive file is shared with or stop sharing at any time.

1. Sign-into office 365 **http://office365.dur.ac.uk** and use the format **cisusername@durham.ac.uk**
2. Open OneDrive from the 9 dots at top left corner.
3. Create a folder (module name or revision) in this example it is named it Revisions 28.4.2020
4. Create the appropriate amount of blank PowerPoint by clicking +New PowerPoint presentation.
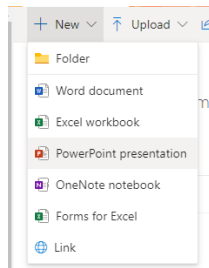

5. Name each PowerPoint by group, in this example it is Groups 1-3.

**Now to make each individual file viewable and editable**

6. Pick the file or folder you want to share by selecting the circle of the item. In this example, we will be sharing the whole folder. When sharing the entire folder, the students would have to open their named PowerPoint and will have access to all files in the folder via the one link. You can get a link for each individual file by doing the same steps on each PowerPoint presentation and share individual links to each group, but this does take more time.
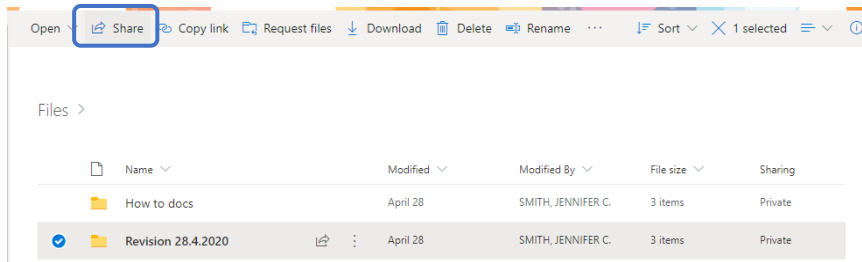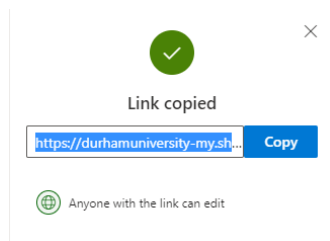
7. You will get a pop-up box – click on 'People you specify can view'. Change to **Anyone with the link** and check the box that says **allow editing** and click apply.
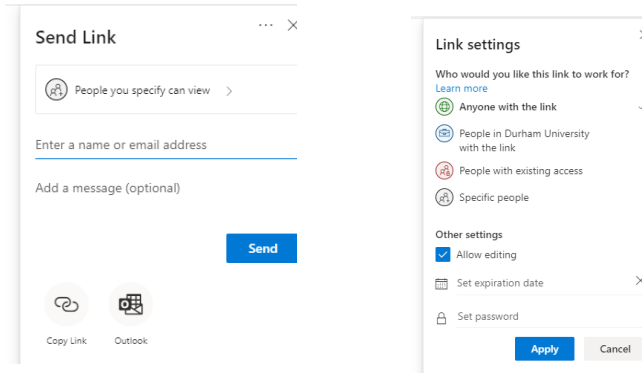
8. The pop-up box will show again click copy link. It should say **Anyone with the link can edit.**
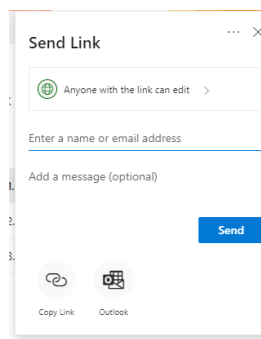
9. Now click Copy Link and share with your students.

To stop or change your sharing options from your personal OneDrive visit [Microsoft support](#) for guidance.

If you are sharing a folder, people with Edit permissions can copy, move, edit, rename, share, and delete anything in the folder. Unchecking this box means that people can view, copy or download your items without signing in. They can also forward the link to other people. However, they cannot make change to the version on your OneDrive.