# Creating a **Share Link** to Share Files

1.) Save the file in your **One Drive**.

2.) Right Click on the File.  Click **Share**.

| | | | | |
|---|---|---|---|---|
| One Drive | ☁ | 8/26/2018 11:54 AM | MP4 Video | 49,106 KB |
| Teams - Introduction | ✅ | 10/31/2018 11:41 AM | TechSmith Project | 57 KB |

**Play**
Add to Windows Media Player list
Cast to Device  >

☁ Share

Always keep on this device
Free up space

Open with  >
Give access to  >
Send to  >

Cut
Copy

Create shortcut
Delete
Rename

Properties

3.) Set Permissions.  Choose either People in Central Bucks School District with this link can view **OR** Anyone.
Click **Copy Link.**

☁ Share "One Drive.mp4"  ✕

**Send Link**
One Drive.mp4  ...

📨 People in Central Bucks School District with this link can view.  >

Add a message (optional)

**Send**

🔗 Copy Link   📧 Outlook   ••• More Apps

☁ Share "One Drive.mp4"  ✕

**Link settings**
One Drive.mp4

Who would you like this link to work for?
Learn more

🌐 Anyone  ✓

📨 People in Central Bucks School District

👥 People with existing access

👥 Specific people

Other settings
☐ Allow editing
📅 Set expiration date  ✕

**Apply**   Cancel

4.) Copy the link to turn in to your teacher.

☁ Share "One Drive.mp4"  ✕

✅

Link to 'One Drive.mp4' copied

https://cbsd-my.sharepoint.co   **Copy**

📨 People in Central Bucks School District with this link can view.