



Working from Home – Sharing with OneDrive

Have you shared a OneDrive file yet? If you've ever been frustrated comparing different drafts to incorporate edits, send a link instead! Here's a [one-minute video that explains how](#).

When you save your Office files (Word, Excel or PowerPoint) in OneDrive, you can work on them with others—at the same time. You can do this whether you're in an online app or a desktop app.

Select Share in the top-right corner. 

1. Start by typing the name of the City of Long Beach employee you would like to share the document with and their name will pop up, just like in Outlook. You can add as many people as you'd like.
2. Type a short message if you want.
3. Select Send.

Worried about how to **save** these files? Here's a [one-minute video on how to save to your OneDrive](#).

- Select **File > Save**.
- Select OneDrive or a SharePoint site.

Note: If your OneDrive or SharePoint site is not listed, select **Add a Place** and sign in to your OneDrive or SharePoint site.

- Enter a file name.
- Select **Save**.

If you have trouble performing these tasks and need more training, [please let us know via this form](#). If you want to share a folder or document with a non-City of Long Beach employee, [please follow the steps on slide 19 of this Work from Home Toolkit](#).

If it seems like you don't have access to the features described in this email or things aren't working as they should, [please submit a TIDSM request](#).