

# Basic Steps:

## How to share your presentation

### Option 1 – Share via OneDrive

1. Create your presentation
2. Log into Office 365 and go to your OneDrive
3. Click “Upload” and choose “File”
4. Once uploaded, right click on the presentation and choose “Get Link”
5. When the new box opens, click on the blue text to change “Anyone...can edit.” A side pane will open where you can uncheck the “Allow Editing” box and click ok.
6. The link will appear in the Get Link box. Click “Copy”
7. Use a link shortener of your choice. [www.bitly.com](http://www.bitly.com) works well.
  - a. If using Bitly: click create link in the top right
  - b. Paste the long URL in the box and hit “Create”
8. Share the shortened URL with us here!
9. We will create site to share all presentations with all MUSD staff.
10. [A YouTube video with these step by step directions can be found here.](#)

### Option 2 – Share Via docs.com

1. Visit docs.com and use your MUSD user name and password to log in.
2. Click on the heading "documents" and then follow directions to upload your file (or you can paste in the URL of a web resource too!)
3. Decide what level of visibility you want (we recommend public).
4. Rest your mouse over the object you just uploaded, and click "share".
5. Copy the short hyperlink URL.
6. Paste the hyperlink URL into our survey here.
7. We will create site to share all presentations with all MUSD staff.
8. [A YouTube video with these step by step directions can be found here.](#)