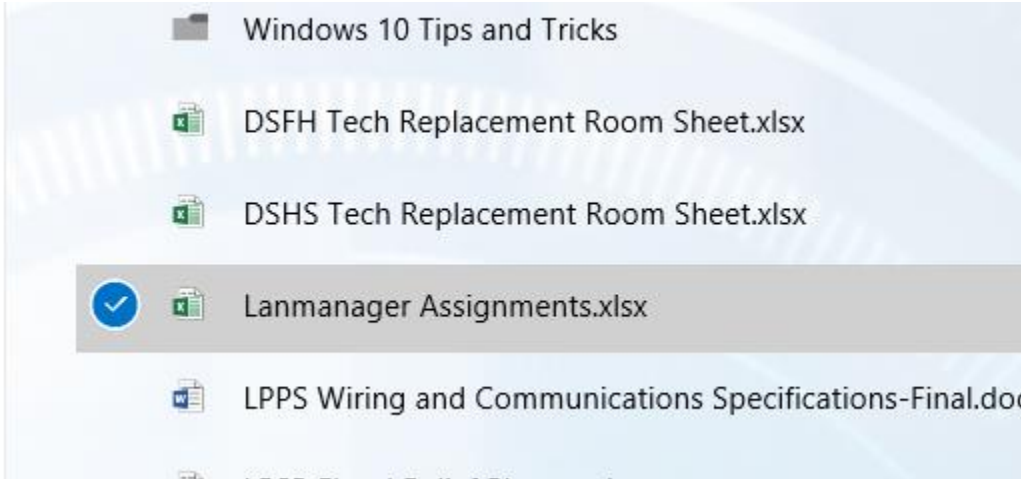


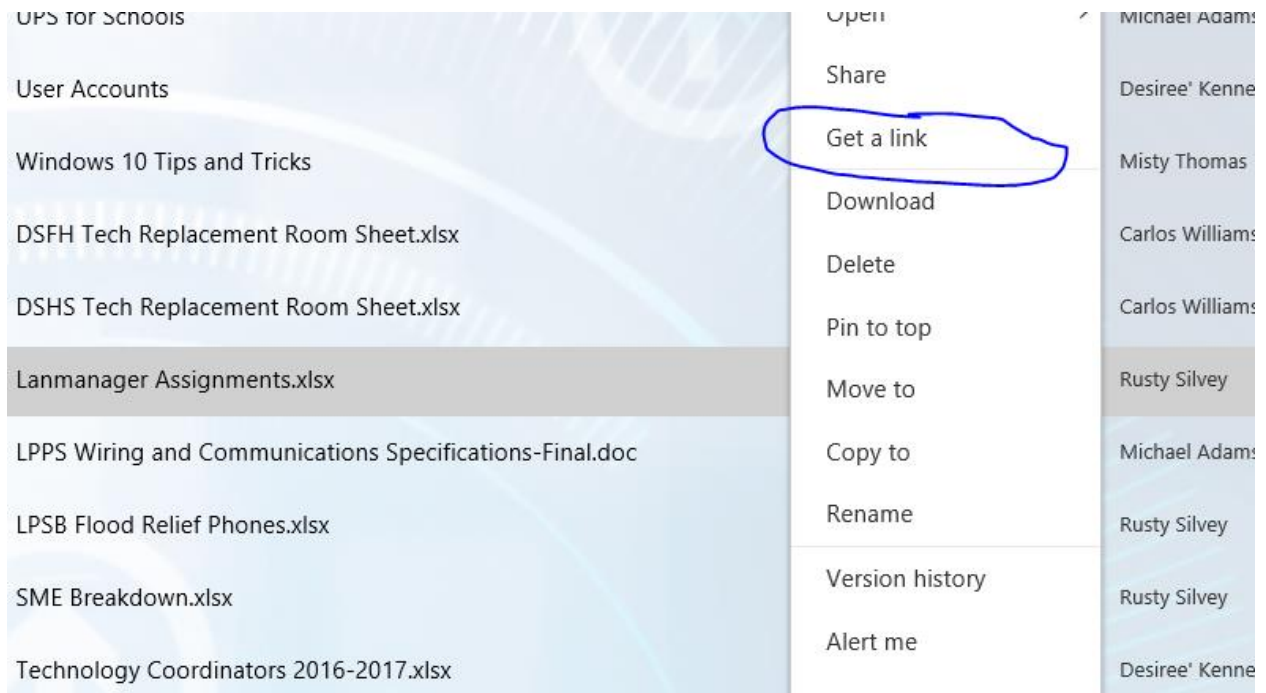
How to send a file that you have in SharePoint

You no longer have to email documents or share documents- you can simply send the link to someone to your file.

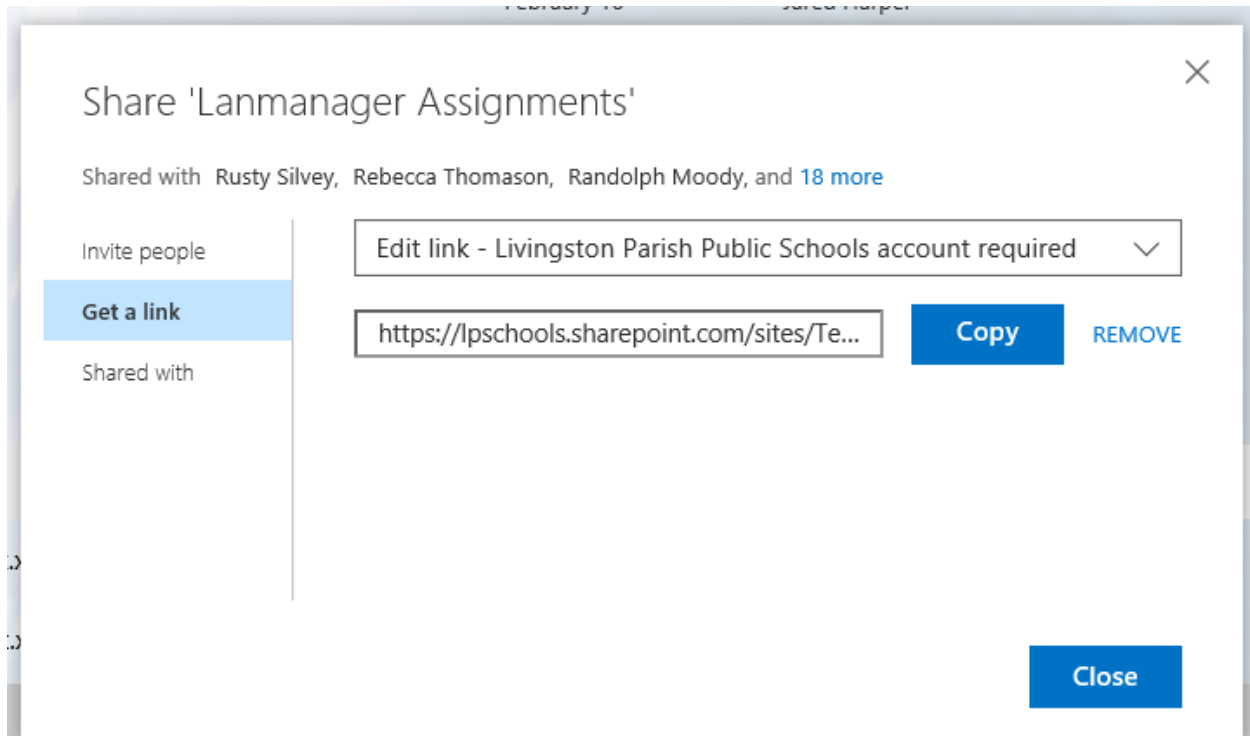
Highlight the file



Click the ellipsis and select **Get a Link**



Select **COPY**



The screenshot shows a sharing dialog box titled "Share 'Lanmanager Assignments'". It includes a close button (X) in the top right corner. Below the title, it says "Shared with Rusty Silvey, Rebecca Thomason, Randolph Moody, and 18 more". On the left side, there is a menu with options: "Invite people", "Get a link" (which is highlighted in blue), and "Shared with". To the right of the menu, there is a dropdown menu that says "Edit link - Livingston Parish Public Schools account required" with a downward arrow. Below this, there is a text box containing a partial URL: "https://lpschools.sharepoint.com/sites/Te...". To the right of the text box are two buttons: a blue "Copy" button and a grey "REMOVE" button. At the bottom right of the dialog box is a blue "Close" button.

***If you get a message asking to *Allow Access to the Clipboard*, Click **ALLOW**

You can then paste the link in your email