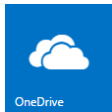
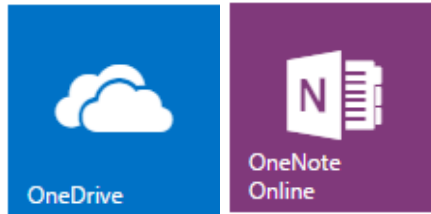


There are two programs we will deal with in Office 365: OneDrive and OneNote

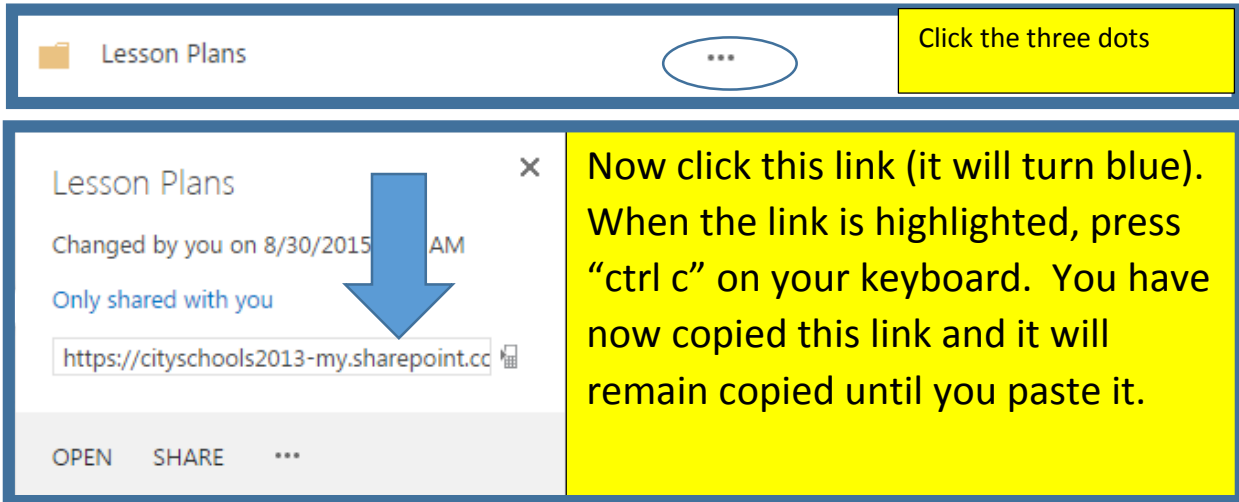


In one drive create a folder in your documents page called Lesson Plans. This folder will only be seen by you until you invite others to view, and/or edit it. Be sure to share this folder with the instructional leadership team. See below on how to do this:

The image is a composite of three screenshots from the OneDrive interface, illustrating the steps to share a folder. The top screenshot shows a folder named "Lesson Plans" with a blue arrow pointing to the three-dot menu icon and a yellow callout box that says "Click the three dots". The middle screenshot shows the sharing options for the "Lesson Plans" folder, including a URL and "OPEN SHARE" buttons, with a yellow callout box that says "Now click Share". The bottom screenshot shows the "Share 'Lesson Plans' and its contents" dialog box, where several users are listed in the "Invite people" field. A yellow callout box on the right side of this dialog provides instructions: "Type in the name of the person you want to share this folder with (last name first, followed by a comma then a space, and then the first name). Click share when you are ready." The dialog also includes a "Can edit" dropdown, a search box for "OConnor, Michael P.", and "Share" and "Cancel" buttons.

**Good, now your folder is able to be viewed by the specified people. Let's create a link to the Lesson plan folder and put it in your virtual binder!**

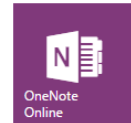
Click the three dots next to your lesson plan folder again.



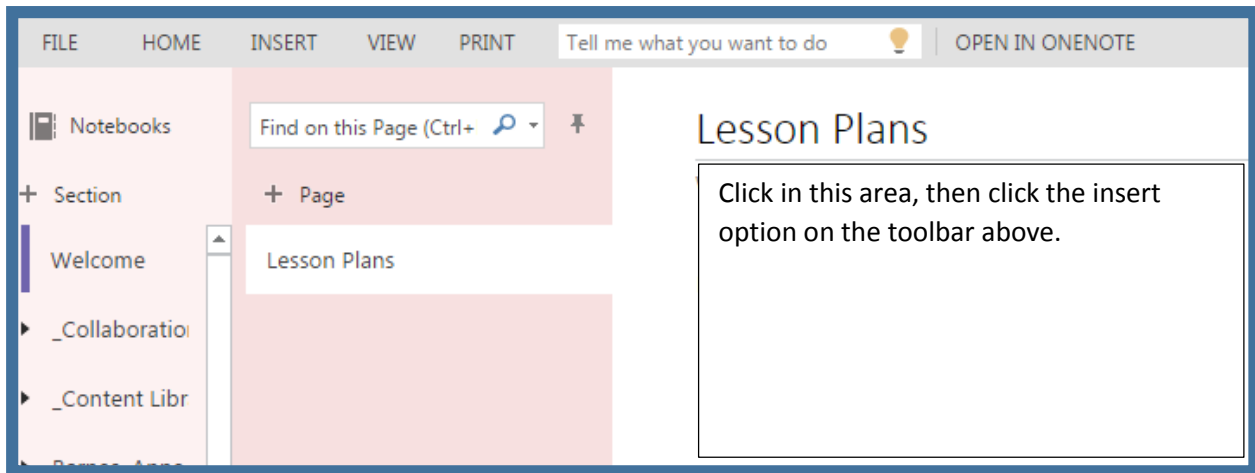
The screenshot shows a SharePoint interface for a folder named "Lesson Plans". At the top, there is a folder icon and the name "Lesson Plans". To the right of the folder name is a three-dot menu icon, which is circled in blue. A yellow callout box points to this icon with the text "Click the three dots". Below the folder name, it says "Changed by you on 8/30/2015 10:00 AM" and "Only shared with you". A blue arrow points down to a text box containing the URL "https://cityschools2013-my.sharepoint.c...". Below the URL are buttons for "OPEN", "SHARE", and a three-dot menu. A yellow callout box on the right side of the screenshot contains the text: "Now click this link (it will turn blue). When the link is highlighted, press 'ctrl c' on your keyboard. You have now copied this link and it will remain copied until you paste it."

Now open your OneNote Virtual Binder.

By simply clicking this icon on your 365 homepage, you will see your binder



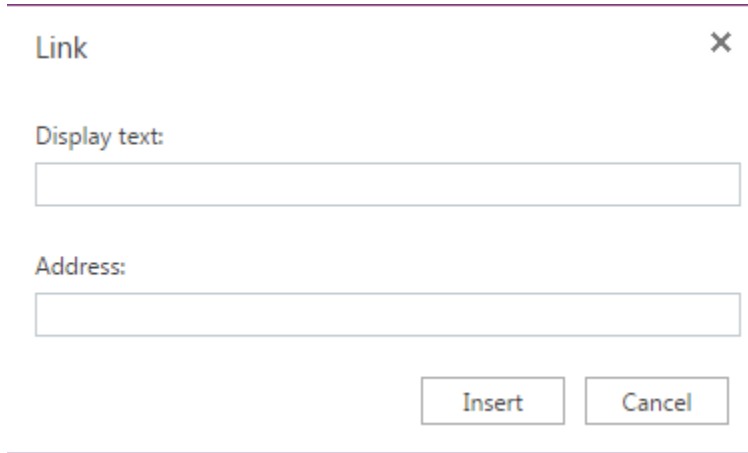
When you are in your binder, go to your lesson plans tab, click anywhere in the open space and select Insert.



The screenshot shows the OneNote Online interface. At the top, there is a ribbon with tabs for "FILE", "HOME", "INSERT", "VIEW", and "PRINT". Below the ribbon is a search bar that says "Tell me what you want to do" and a lightbulb icon. To the right of the search bar is a button that says "OPEN IN ONENOTE". On the left side, there is a sidebar with "Notebooks" and a list of sections: "Section", "Welcome", "\_Collaboratio", and "\_Content Libr". In the center, there is a search box that says "Find on this Page (Ctrl+)" and a list of pages: "Page" and "Lesson Plans". On the right side, there is a large white area with the text "Lesson Plans" and a callout box that says "Click in this area, then click the insert option on the toolbar above."

You will now see the option to add a link. Click that!!!

Now you will click the address box (not the display box) and hit “ctrl v” on your keyboard, and the link will be pasted into the box. You can type what you would like to appear (example: My lesson plans) in the Display Text box. Then click insert.



The image shows a dialog box titled "Link" with a close button (X) in the top right corner. Inside the dialog, there are two text input fields. The first field is labeled "Display text:" and is currently empty. The second field is labeled "Address:" and is also empty. At the bottom of the dialog, there are two buttons: "Insert" and "Cancel".

You are done. Now you can just keep putting your lesson plans into your lesson plan folder in OneDrive and they will be viewable by the people you shared them with. I always recommend making monthly folders inside of your lesson plan folders, and naming your document with the date first so they stay sorted. No more emailing, just save and go.