

Partager un document sur OneDrive avec une personne

- Accéder à OneDrive en utilisant vos identifiants USJ : <https://onedrive.live.com/about/en-us/signin/>
- Glisser (drag and drop) les documents à partager
- Cliquer sur les (...)
- Puis suivez les étapes désignées par les cercles rouges

The screenshots illustrate the following steps:

- File List:** A table of files with columns for name, modified date, modified by, and size. A red circle highlights the three-dot menu icon next to a file named 's logiques.doc'.
- Context Menu:** A dropdown menu with options: Open, Preview, Share (highlighted with a red circle), Copy link, Manage access, Download, Delete, and Move to.
- Send link dialog:** A dialog box titled 'Send link' with a red circle around the selection 'People in University of Saint Joseph with the link can edit'. Below it is a text input field 'Enter a name or email address' and a 'Send' button.
- Link settings dialog:** A dialog box titled 'Link settings' with a red circle around the 'Specific people' option in the 'Who would you like this link to work for?' section. The 'Allow editing' checkbox is also checked and circled in red. The 'Apply' button is circled in red at the bottom.
- Send link dialog (final):** The 'Send link' dialog with the email address 'raya.kreidy@usj.edu.lb' entered in the input field and the 'Send' button circled in red.

N.B : Avec quelques modifications, vous pouvez partager vos documents avec un groupe d'élèves en leur donnant simplement la possibilité de les visionner (sans les télécharger ni les modifier)