

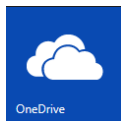
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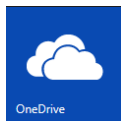


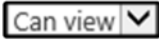


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- 1) Log into your My UCDSB account at <https://my.ucdsb.ca>



- 2) Click on the  button located at the top of your screen.
- 3) You have the option to share an existing document or create a new document to share.
- 4) Once you have created or opened your document, simply click on the  button.
- 5) In the **Invite People** box, type the email address of the person or people you would like to share the document with.
- 6) The  drop-down will allow the person to edit the document. The  drop-down will only allow the person to view the document.
- 7) The  check box will require the person to sign-in to their Microsoft account in order to view the file.
- 8) Click  when finished.