How to share a document in Office 365 and post it to Blackboard

In this class, I am asking you to link to online documents rather than just upload static files. Using online documents will allow you and your group to collaborate and comment on each other's files directly without having to send and keep track of multiple versions of your document. You probably already share and collaborate on files with your private Gmail account, but you can also do those things with Office 365 and your IslandID account.

TAMU-CC provides the latest version of Microsoft Office productivity suite to every student, free of charge. This includes access to online versions of Word, PowerPoint, Excel, and OneNote through Office 365.

If you have never accessed Office 365, visit https://www.tamucc.edu/information-technology/get-started/technology-resources.php
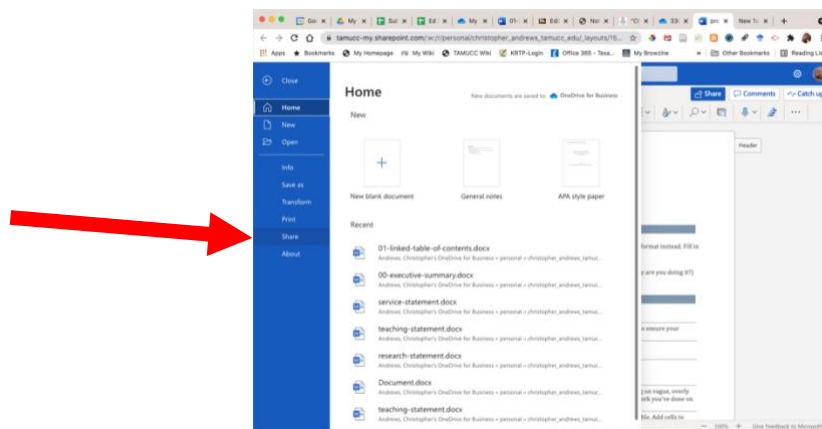
 Important: This walkthrough is for the web-based version of Office 365. This walkthrough *will not* work for desktop versions of Microsoft Word. To access Office 365, use your **IslandID** and password to log in at office.com or outlook.tamucc.edu.

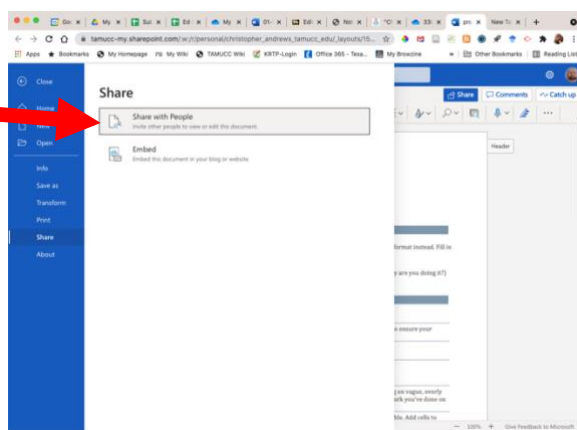1. Open the file you want to share in Word Online, using the browser of your choice.
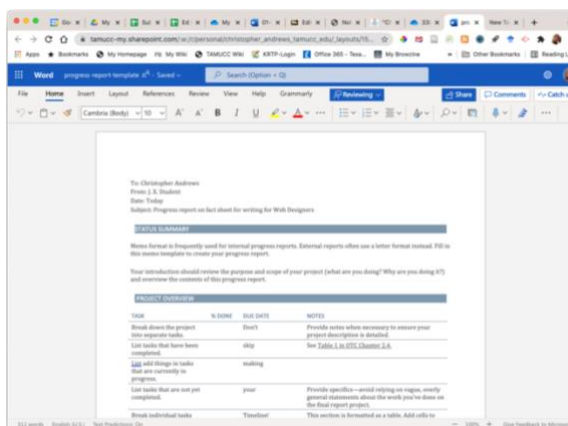
2. Select File → Share.

3. From this menu you may either share a link to the document or embed the document in the page.

   *Either method is acceptable, but this walkthrough only describes how to share a link to your document.*

   Select "Share with People."

4. In the dialog box, select "People you specify can edit."

   In the Link settings dialog box, select "**People in Texas A&M Corpus Christi with the link**" from the first dropdown. Click Apply.

   This setting ensures that your group members and I will have access to the document without your having to track down our email addresses and share the document individually.
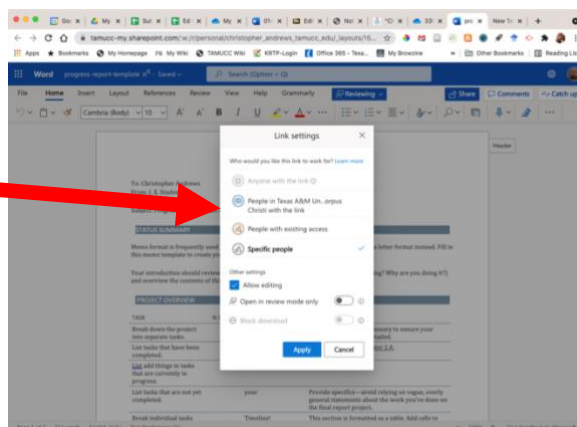
5. Select the "Copy link" button to get a link to your document.
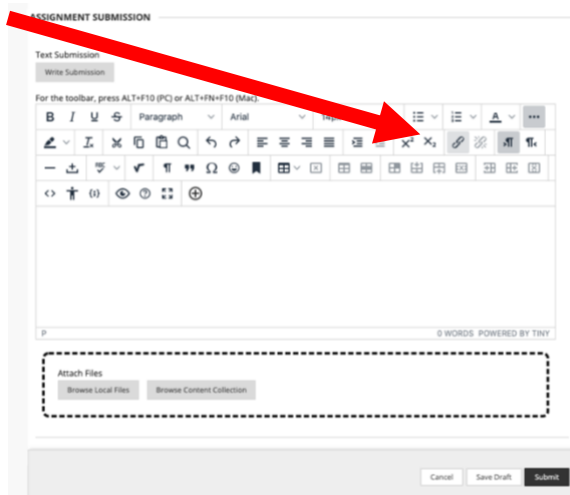
   Copy the link provided and prepare to paste it to blackboard.
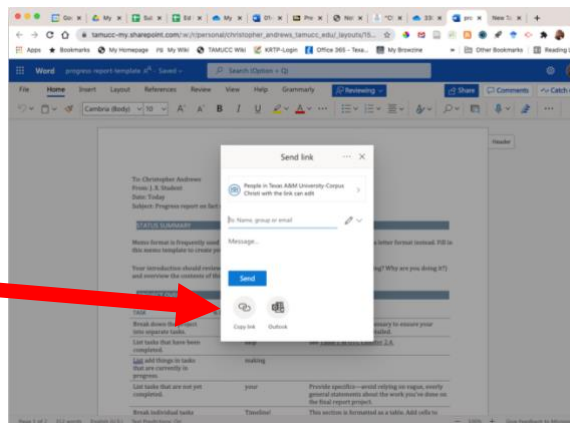
6. In Blackboard, navigate to the assignment, discussion forum, message, or other location where you're going to share your linked file.

7. You can share an active hyperlink to your online file in any text editing block on Blackboard.

   Click on the chain icon, which will allow you to input and edit a hyperlink.
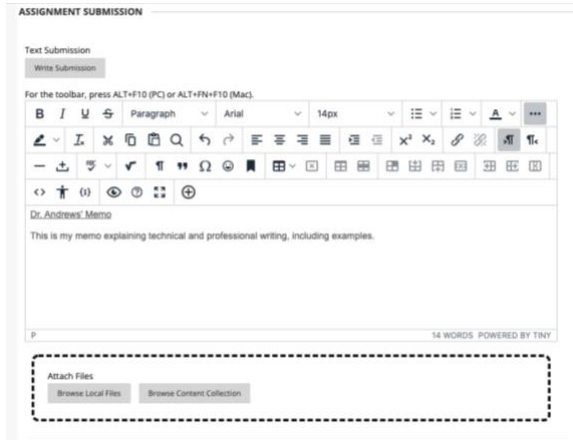

8. Paste the link to your document in the "URL" box. Edit "Text to display" to be anything you like—it will initially be filled in with the long, nonsense URL.

   Don't use "click here" or "access file" for link text—that's not a meaningful, semantic link for human readers.
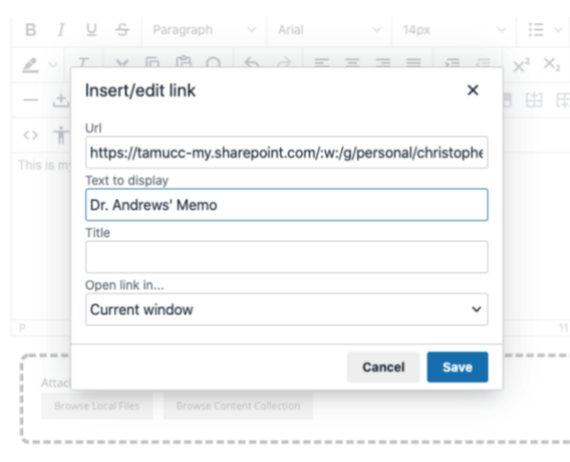
9. Include a short description of your linked file in the text submission area for accessibility purposes.

    Write a sentence or two that identifies or summarizes what you're linking to so that people can know what they're getting into when they click.

10. Submit your assignment. Check the link and make sure it works how you intend!