

Guide to sharing documents in Zoom with Office365

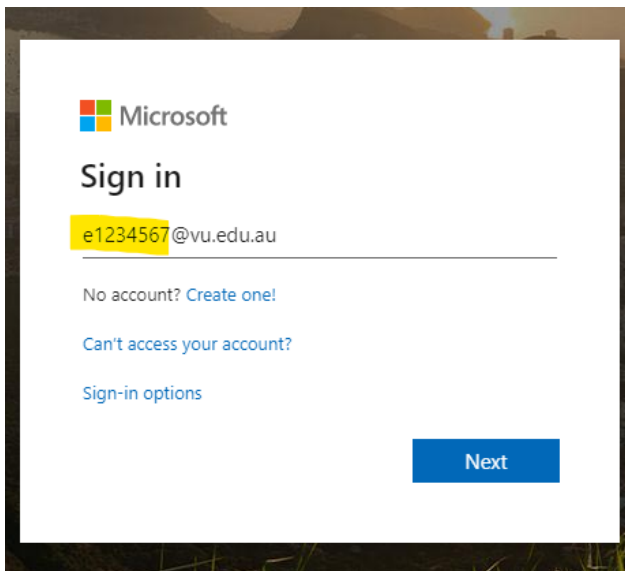
What is Office365 and why should I use it?

All VU staff and students have access to Office 365, an online cloud-based service from Microsoft which allows users to collaborate for free with online versions of Microsoft Word, PowerPoint, Excel, and OneNote, as well as access Outlook, SharePoint and other productivity apps. You can save documents, spreadsheets, and presentations online, and choose to share files and folders with another person (or groups of people). So if you want to brainstorm, or students to work in a group, each member of the team can make changes and add comments.

How-to guide

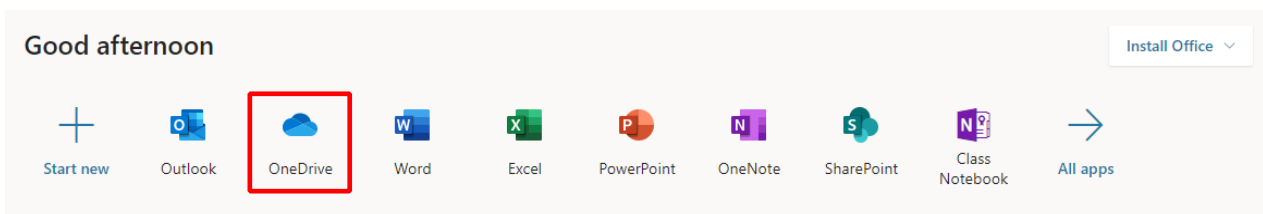
Step 1: Access Office 365

1. Go to <https://www.office.com/> and click **Sign in**
2. Login using your staff id@vu.edu.au (e.g. e1234567@vu.edu.au)



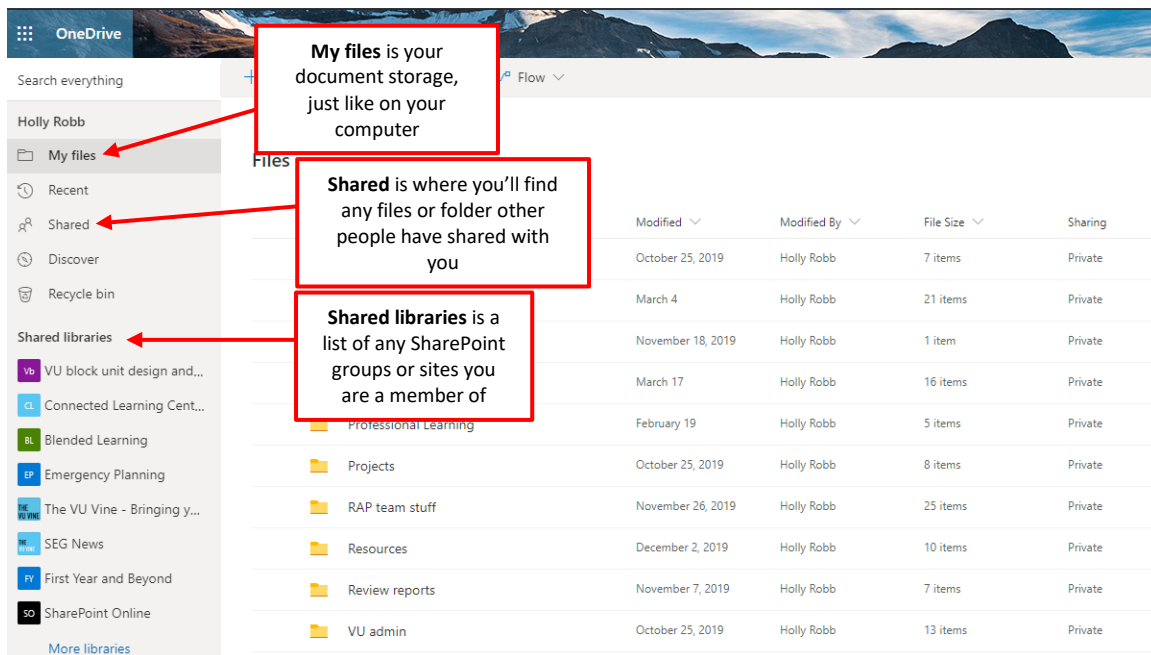
Step 2: Access and navigate OneDrive

1. Once logged in, navigate to **OneDrive**. Any documents, spreadsheets or presentations you create within Office365 (Word, Excel and PowerPoint) will be stored here.



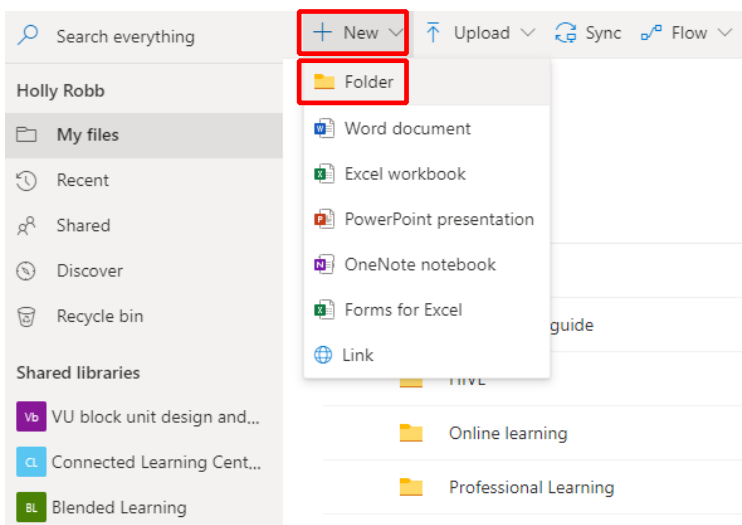
2. There are three sections of OneDrive you should be aware of:

- **My files** is your document storage, just like on your computer
- **Shared** is where you'll find any files or folder other people have shared with you
- **Shared libraries** is a list of any SharePoint groups or sites you are a member of

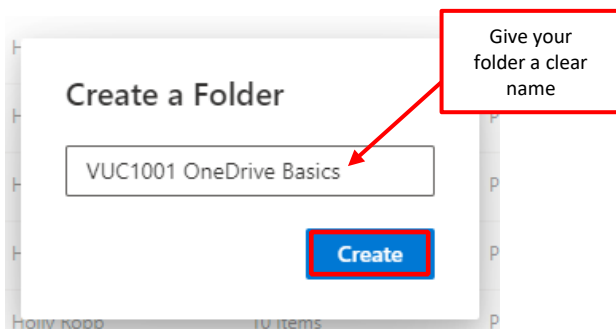


Step 3: Create folders for your units

1. Click **New**, then select **Folder**



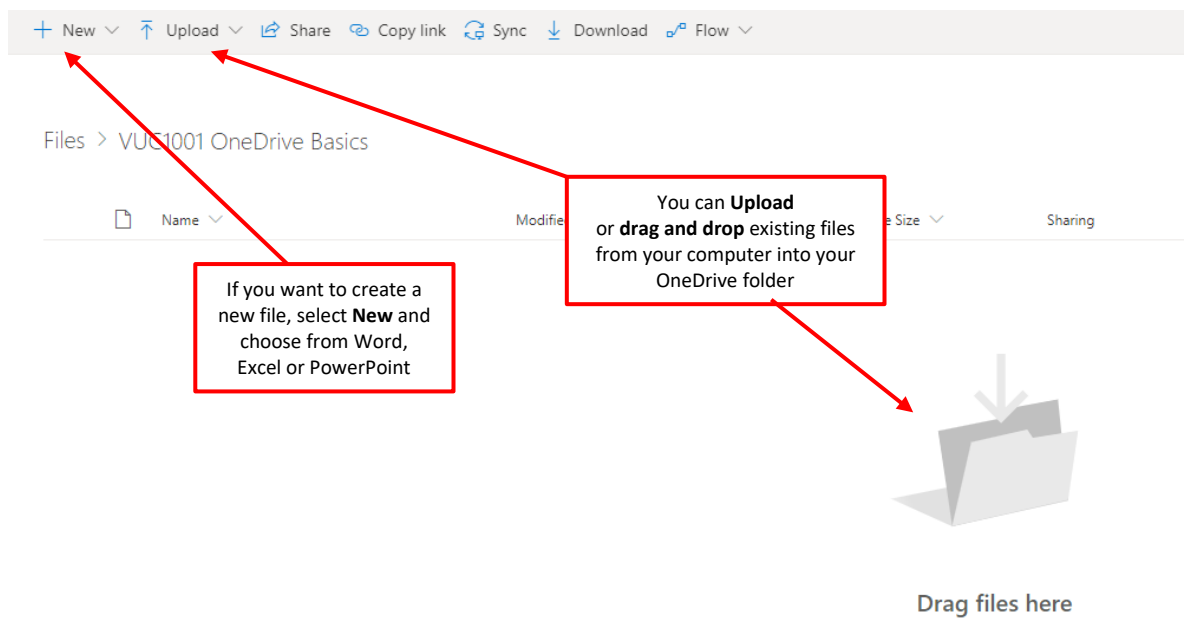
2. Give your folder a clear name i.e. UNIT CODE Unit Name (e.g.VUC1001 OneDrive Basics), then click **Create**



3. Repeat this process for all your units. **TIP:** Create folders for Groups, Sessions or Topics to organise your content further.

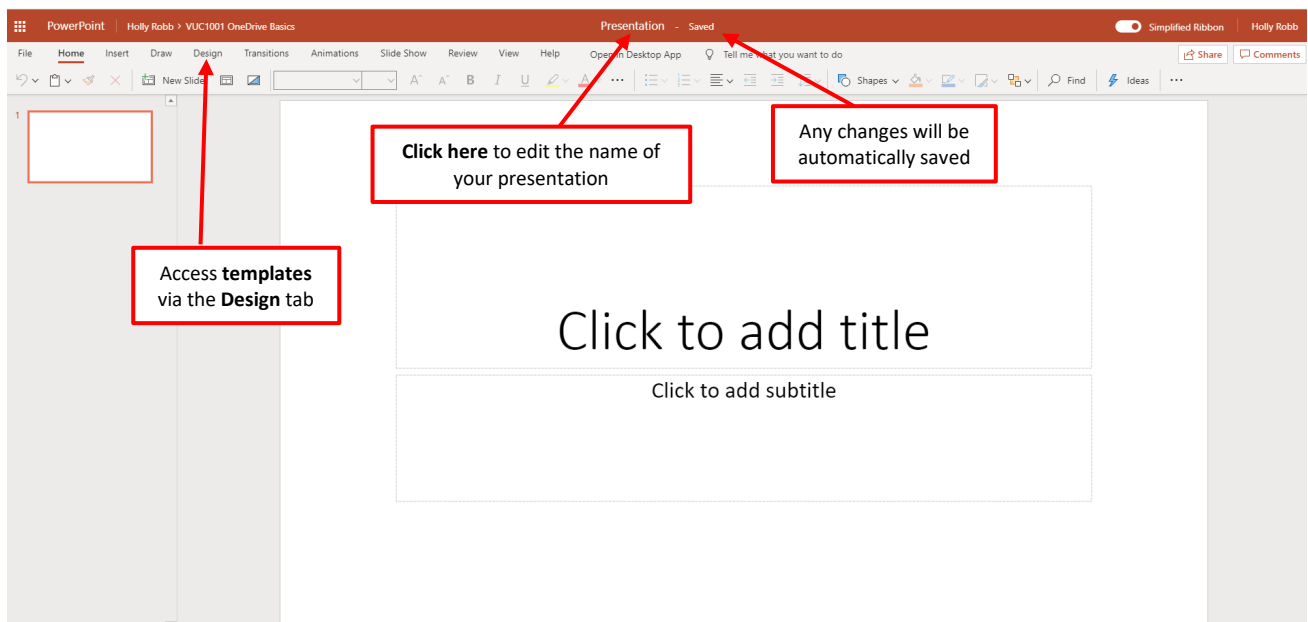
Step 4: Uploading or creating files in OneDrive

1. To add an existing file or folder to your OneDrive, select **Upload>File/Folder**
2. To create a new file in your OneDrive, select **New** and choose from Word, Excel or PowerPoint



Step 5: Making a collaborative document for a Zoom 'in-class' activity

1. Select **New>PowerPoint Presentation**
2. A new tab will open with the online version of PowerPoint
3. Name your presentation!
4. Choose a presentation template via the **Design** tab



- Design an activity you would usually get students to complete in groups.
- Duplicate the slide (**Right click on slide > Duplicate slide**) for the amount of potential groups and label them *Group 1, Group 2, Group 3* etc.

Group 1 – drag and drop the nouns into the correct category

Countable nouns				Uncountable nouns		

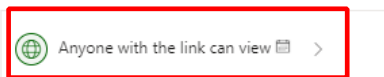
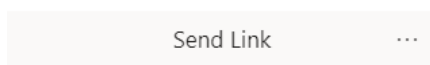
Step 6: Create a shareable link to give your students

- In the top right corner of the PowerPoint click **Share**



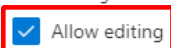
- Click on **Anyone with the link can view**

Share



- Check the **Allow editing** box and click **Apply**

Other settings



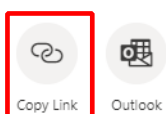
Expires Sunday Jun 28 2020

Set password

Block download



- Click **Copy Link** and paste to **Zoom Chat** (or other platform) to share with students. Multiple people can access and edit the file at the same time. All edits will be saved automatically.



- Be sure to tell students which number group they are in so they know which slide to edit! This can be organised via Zoom Breakout Rooms.