How do you create a new document library and share it with my students

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1. First Sign into your Office 365 account.

2. In the upper left hang corner press the box icon and then when it shows up, click on the OneDrive Icon.

3. In the upper right hand corner press the gear icon.
4. When the menu comes done, click Add an app option.

6. Next name your document Library.

7. Within the new document library, click the “Share” option.

8. Invite your students with their RIC email address. Then click share.
How to get back to the New Document Library

9. Once you click the gear icon, a drop down menu will appear. Click Site content.

10. You document library will be towards the bottom left. Click your document library.
Changing the Document Library’s Group Permissions

11. Hover over the new document library icon and then click on the three dots at the top right.

12. Click the Setting.
13. Click “Permissions for this document library”.

14. Select your students.
15. Click the Edit user Permissions button.

16. Select the permission(s) that you want your students to have.

17. Click Ok.

18. You can now upload files to the new document library which your students have access to.
   (Note: Depending on the permissions you gave to your students, will determine what they will be able to do with those files.)