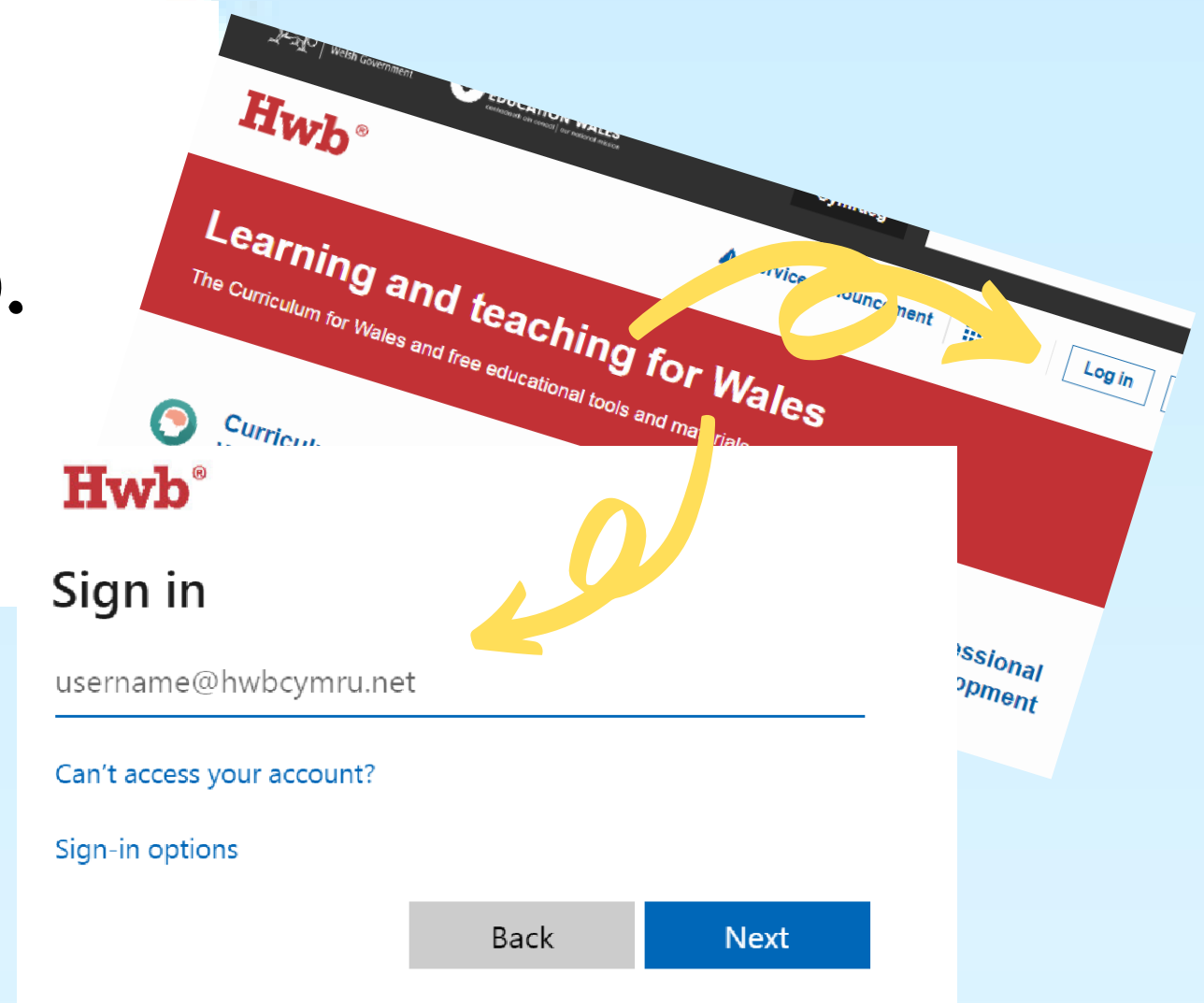


SHARING FILES OFFICE365

1

Mewngofnodwch i Hwb.
Log in to Hwb.



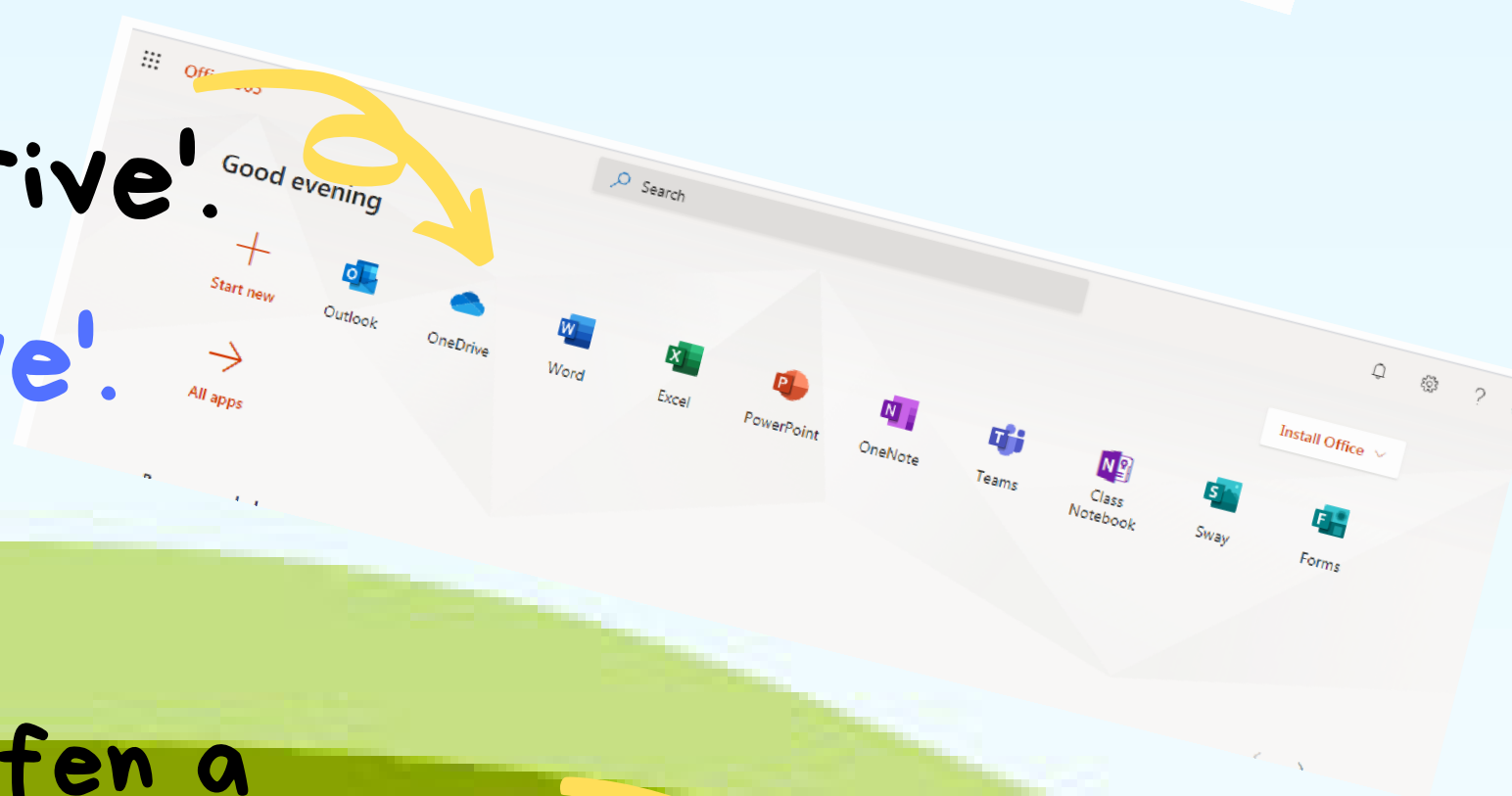
2

Cliciwch ar Office365 ar
ddangosfwrdd Hwb.
Click on Office365 on the
Hwb dashboard.



3

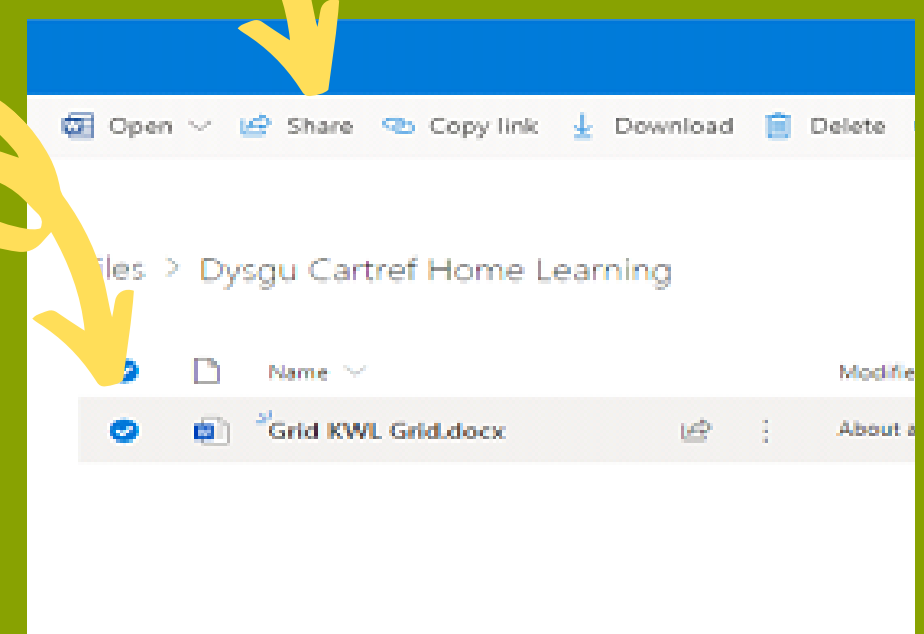
Cliciwch ar 'OneDrive'.
Click on 'OneDrive'.



4

Dewch o hyd i'r ddogfen a
chliciwch ar y smotyn i'w
uwcholeuo. Nesaf, cliciwch ar
'Share'.

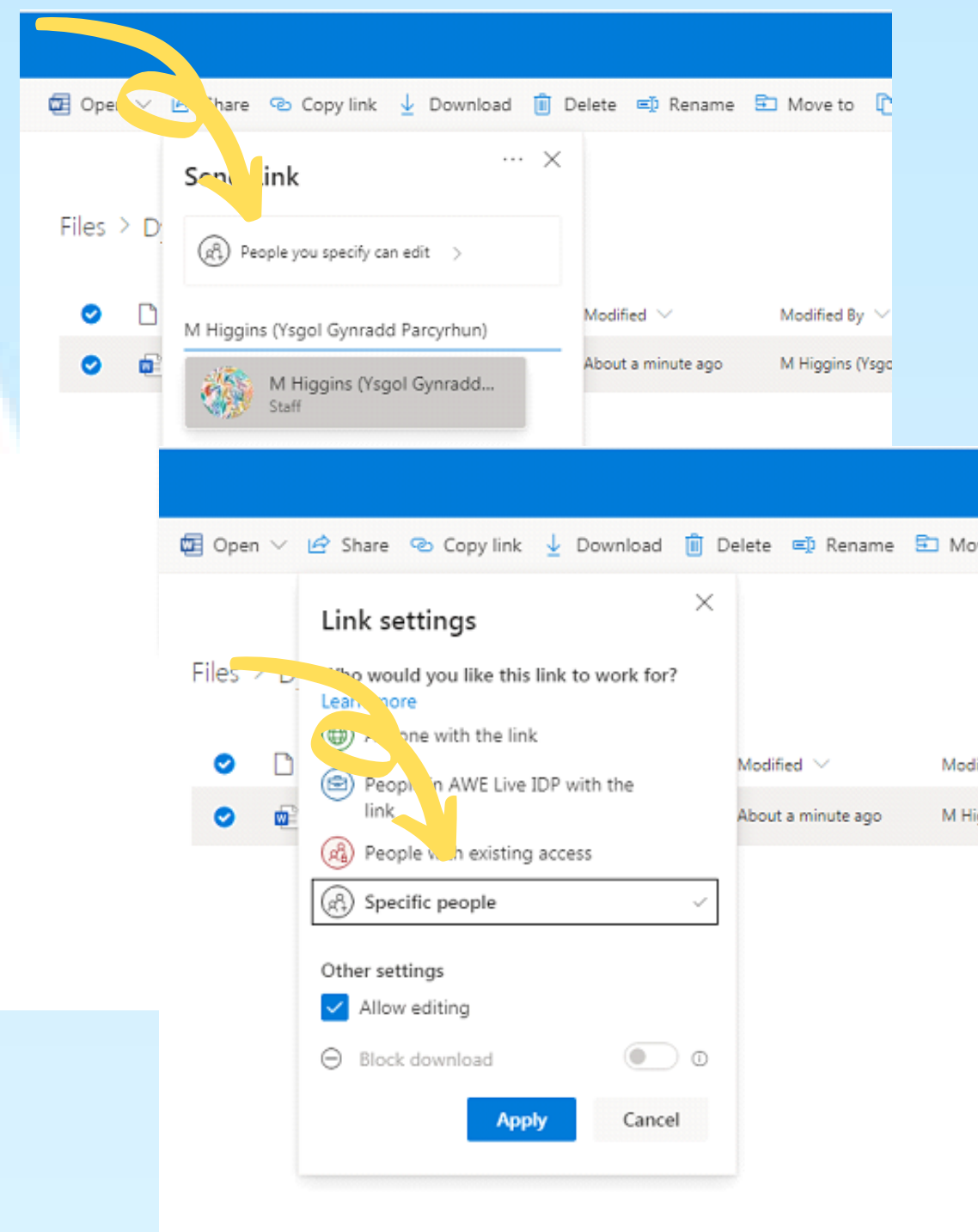
Find the document and click the
dot to highlight it. Then, click on
'Share'.



5

'Link Settings'

- Cliciwch/ Click on 'People you specify can edit'.
- Dewiswch/ Choose 'Specific people'.
- Ticiwch/ Tick 'Allow editing'.
- Cliciwch/ Click 'Apply'.

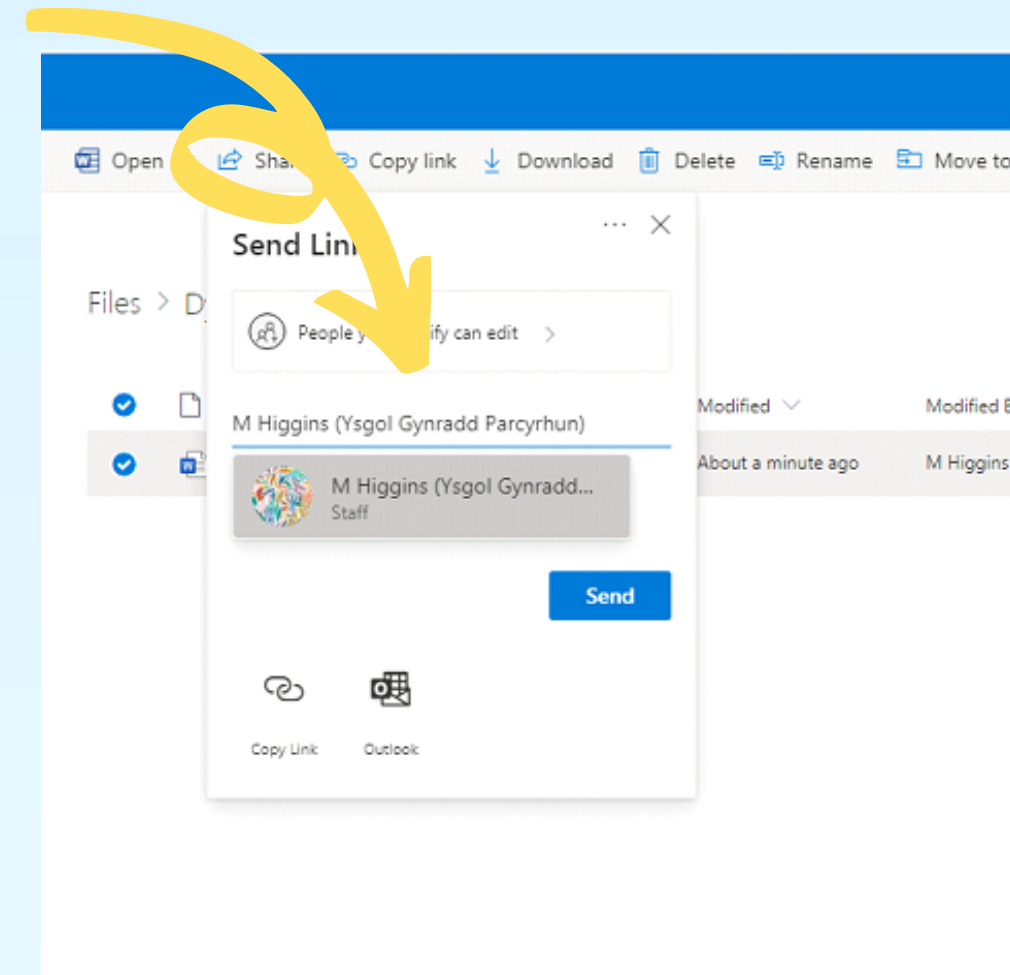


6

Teipiwch enw eich athrawes yn y bwlch ac yna gliciwch ar yr enw pan fydd yn ymddangos:

Type your teacher's name in the space and click on the name when it appears:

N Hallam (Ysgol Gynradd Parcyrhun)
M Higgins (Ysgol Gynradd Parcyrhun)
M Richards (Ysgol Gynradd Parcyrhun)
C Rees (Ysgol Gynradd Parcyrhun)



7

Cliciwch ar y 'Send'.
Click on 'Send'.

Pob Lwc!
Good Luck!

