

How to Link a File to Your S'more



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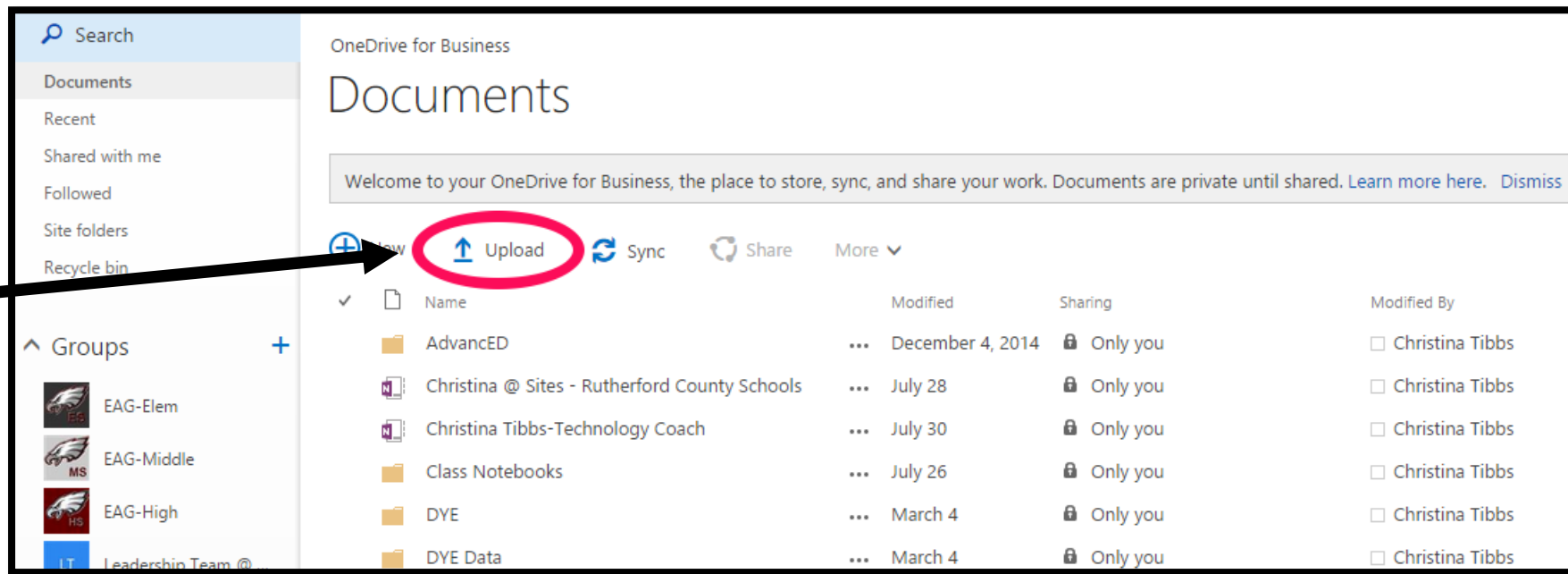
First step-Upload document into OneDrive

- Go to Your Email
- Click on the Apps squares.
- Click on the square that says OneDrive.

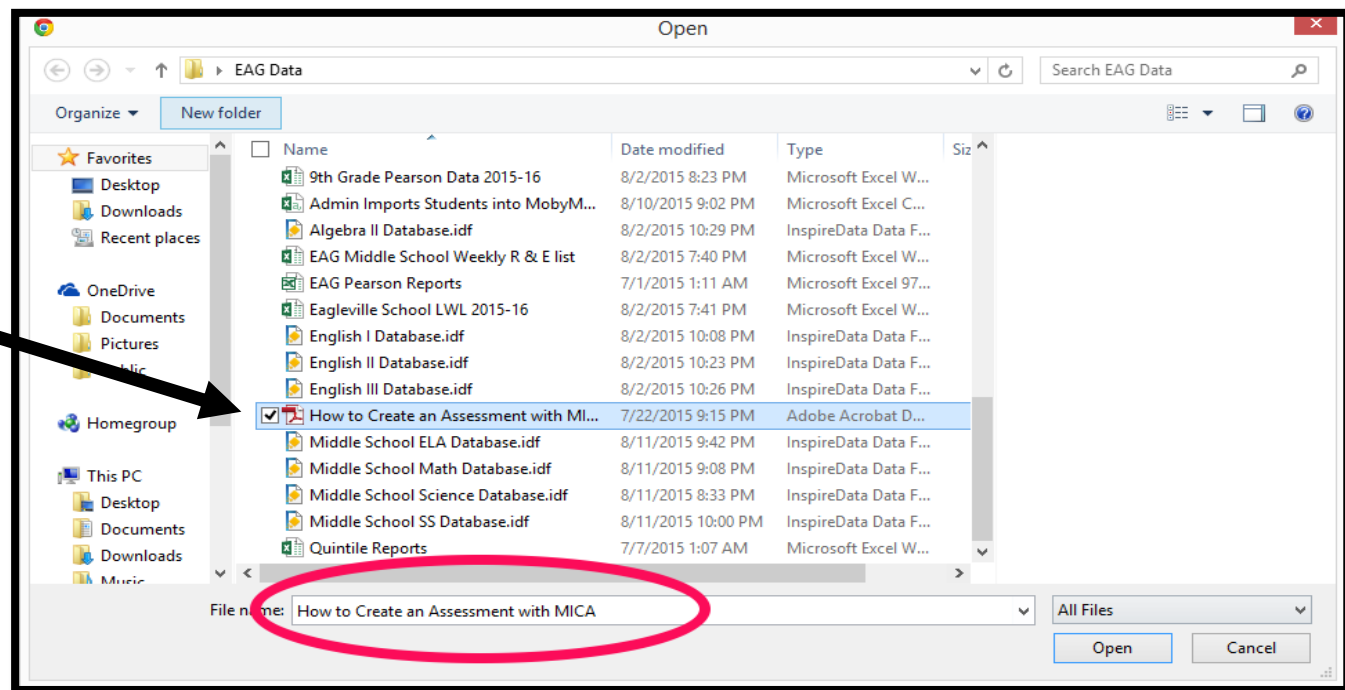
The screenshot shows the Office 365 Outlook interface. At the top, there is a green header with 'Office 365' and 'Outlook'. Below the header is a 'My apps' menu containing various application tiles. The 'OneDrive' tile is highlighted with a red circle. Below the 'My apps' menu is an email list on the left and a detailed view of an email on the right. The email list shows messages from Christina Tibbs, Debby Sadler, and Carol McCauley. The detailed view shows an email from Debby Sadler with the subject 'Error in previous online textboo' and a timestamp of 12:37 PM. Below that is an email from Carol McCauley with the subject 'Credit Recovery and the new Cc' and a timestamp of Wed 2:21 PM. At the bottom is an email from Christina Tibbs with the subject '(No subject)' and a timestamp of Mon 2:07 PM.

First step-Upload document into OneDrive

- Click on the Upload button



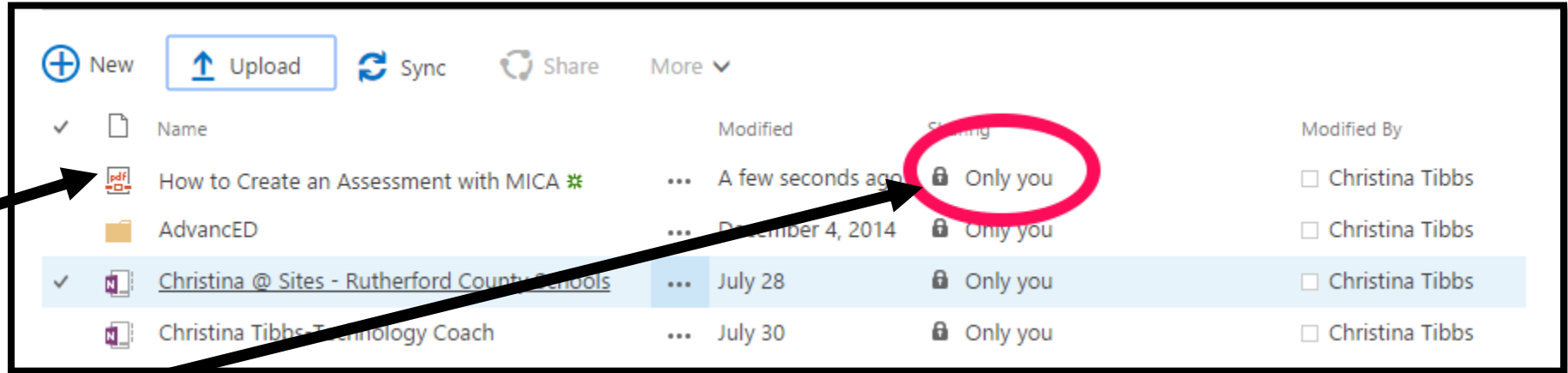
- Browse and find the file you would like to upload
- Click on the file
- Click Open.



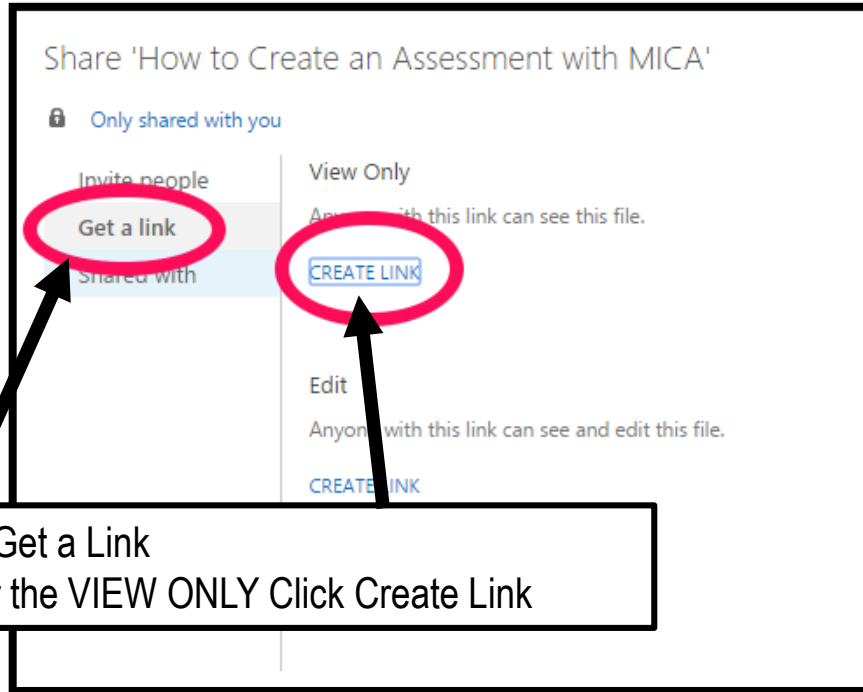
Second Step-Create a Link for the File

- Once the file has uploaded it will show up in your OneDrive.
- Click the Only You under the Sharing Column.

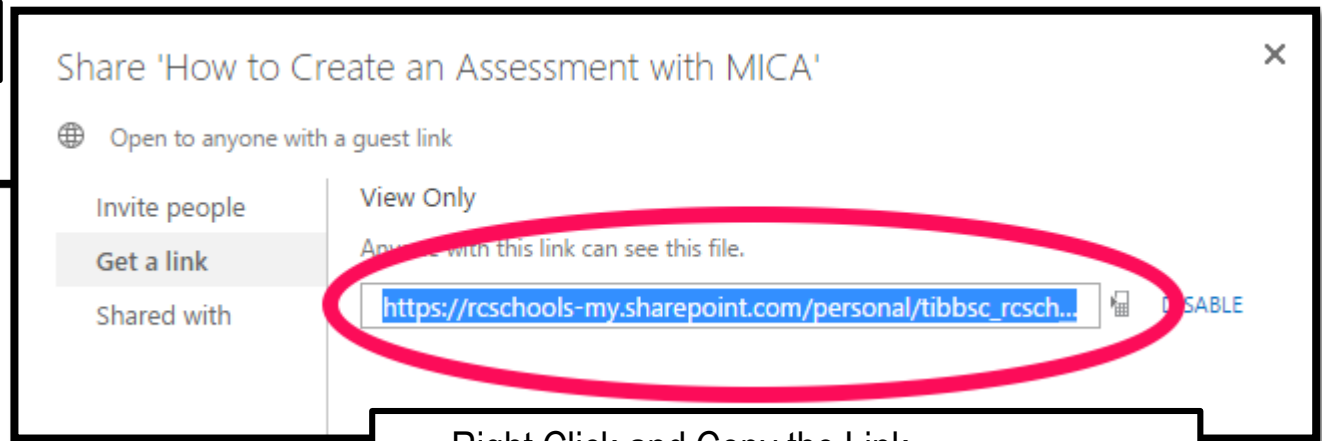
1.



2.



3.



TECH TIPS WITH TIBBS

SEPTEMBER NEWSLETTER

ONE MONTH DOWN...

ONLINE COLLABORATION/BRAINSTORMING
TOOLS GREAT FOR EVERYONE

Edit your flyer

Preview

Print

Visitors

0

Show Analytics

Link

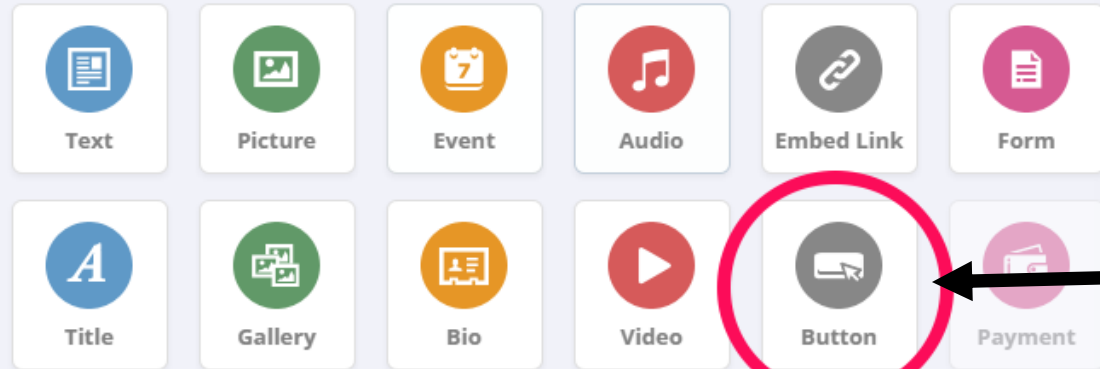
https://www.smore.com/ztcxz

Flyer Settings

Third Step-Linking the File to S'more

- Go to smore.com and login to your account.
- Find your flyer and click Edit Your Flyer

+ Add more stuff to your flyer | Come on, you know you want to.



Third Step-Linking the File to S'more

- Scroll to the bottom of your S'more
- Click the button tile

Third Step-Linking the File to S'more

- Type in what you want the button to say.
- Paste the link into the box.
- Check the box that says link in new window.
- Click Done.

The image shows a form for configuring a button. The form has the following fields and options:

- Button Text ***: A text input field containing "Title of File Goes Here".
- Link ***: A text input field containing "Paste Link Here".
- Open link in new window**: A checkbox that is checked and circled in red.
- Details (optional)**: A text area for additional information.
- Done**: A button at the bottom right of the form.

Button Text * 47

Schedule

Link *

https://rcschools-my.sharepoint.com/personal/tibbsc_rcschools_net/_layouts/15/guestac

Open link in new window

Details (optional) 250

Cancel Done

Third Step-Linking the File to S'more

- Fill in all of the fields in the box.
- Click Done

Third Step-Linking the File to S'more

- Once your button is created you can click and drag it up to wherever you want it on your S'more.

