

To make an online link to a file using our WebShare folder:

1. Go to the 'Shares' drive (*found within 'Admin' on the Finder for Mac, M: drive on the PC*)
 - a. Within the 'Shares' folder, find the 'webshares' folder, this is where all of the departmental webshare sites are hosted.
 - b. Find the 'Sustainable' folder, ***this is our webshare, any file that goes into this folder, we can make a live link to***
2. Either have the file you want to put online ready to paste, or have the folder that contains the file open in another window
 - a. Within the 'Sustainable' folder, find the folder 'office'. ***Paste the file you want to put online in the 'office' folder. (you could put it anywhere within 'Sustainable' but this way it stays a bit more organized and we know what we're putting in there versus what people over the years have put in that folder)***
3. Once the file is successfully copied /pasted into the 'office' folder within the 'Sustainable' webshare folder, you can now make a link.
 - a. Open a web browser, new email, or document...just something where you type out a link
 - b. All links made from our webshare will begin (you can copy / paste this):

<http://webshares.northseattle.edu/Sustainable/office/> **[filename.extension]**

- c. Simply copy the full file name, **including extension**, and replace that last, bracketed part of the link above.
- d. For example, if the file was called 'MakingWebshareLinks.pdf' then the link would become:

<http://webshares.northseattle.edu/Sustainable/office/MakingWebshareLinks.pdf>

The 'S' in Sustainable has to be capitalized for this to work properly

4. Your link is ready to use!