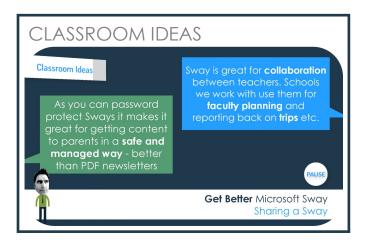


Get Better Microsoft Sway SHARING A SWAY





To get started, make sure you've got your Microsoft account to hand and log into Sway by going to **SWGY.COM/MY**

Begin by opening an existing Sway. Before sharing, **check your settings**, by clicking on the 3 dots in the top right of your screen and choose, **Settings for this Sway**. In here, you can tweak your settings. For example, untick the box that allows viewers and co-authors to duplicate your Sway.

To begin sharing your Sway - click on the Share button in the top right of your screen.

To share your Sway with your **students**, select the **'Those in your organisation with the link'** option. Your students will need their own login details.

To share your Sway at a **conference** for example, select the 'Anyone with a link' option.

You can invite people to purely just view your Sway or edit it.

Sending a **Visual Link** via email can be a very eye catching way to get someone to open your Sway.

Under More Options, you can password protect your Sway.

To Export your Sway - click on the 3 dots in the top right of your screen and choose the Export option. You then have the option of exporting your Sway in a Word or PDF format.

Record your **reflections** and **evidence of impact** in



in Spongy Elephant