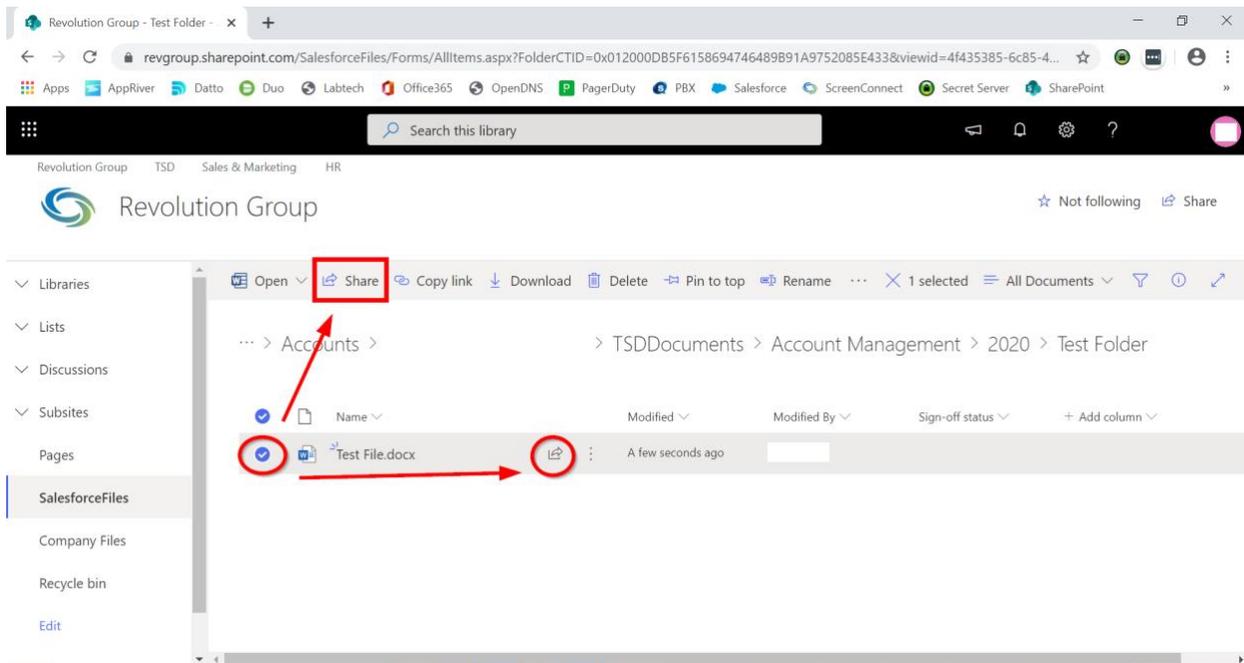


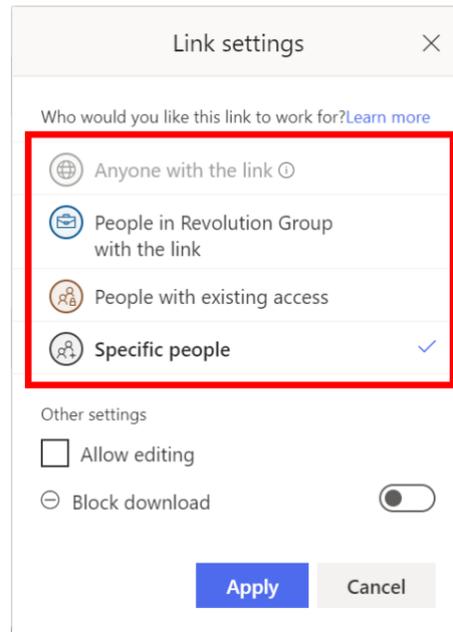
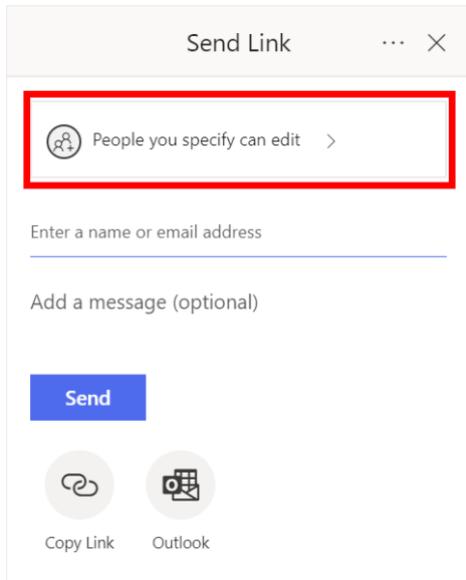
How to Securely Share Files in Microsoft SharePoint

How to Share Files/Folders

Begin by selecting a file or folder and clicking on one of the two sharing icons:

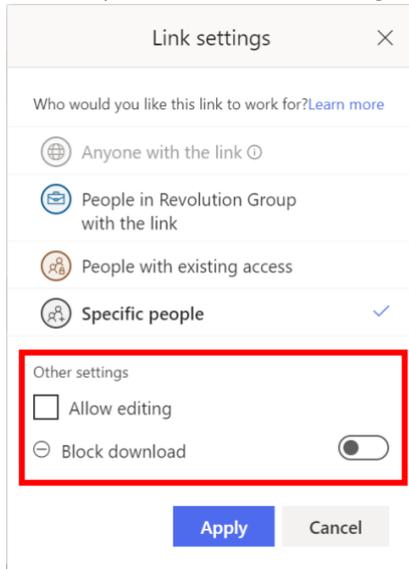


On the following window, select the “people you specify can edit” box. Select the appropriate option, and use “Specific people” for sharing with external users.



Under “Other settings,” choose the following:

- Only select “Allow editing” if the recipient needs to edit the file/folder. Remember, always assign the lowest possible level of access!
- If allowed by your organization, you should also select “Block download” for non-editing users, to prevent files from being shared beyond your control.



Link settings

Who would you like this link to work for?[Learn more](#)

- Anyone with the link
- People in Revolution Group with the link
- People with existing access
- Specific people ✓

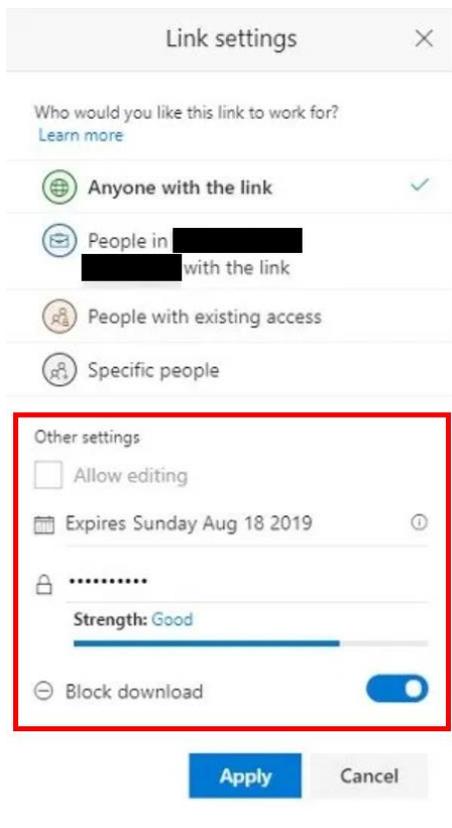
Other settings

- Allow editing
- Block download

Apply Cancel

Some organizations allow setting expiration dates, passwords, and blocking downloads. If possible, use all 3:

- The expiration date will prevent user error in revoking access after sharing.
- Passwords provide an extra layer of security (but only if shared separately from the link).
- Blocking downloads ensures that the file is only shared with the users you've set.



Link settings

Who would you like this link to work for?
[Learn more](#)

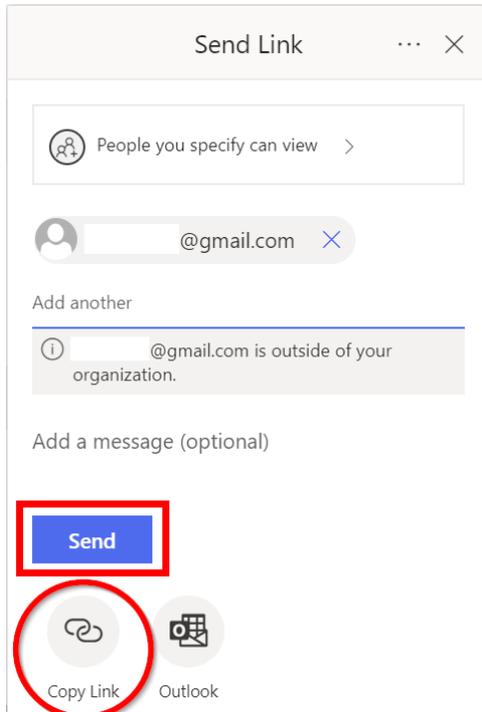
- Anyone with the link
- People in [redacted] with the link
- People with existing access
- Specific people

Other settings

- Allow editing
- Expires Sunday Aug 18 2019
- Password field with Strength: Good indicator
- Block download

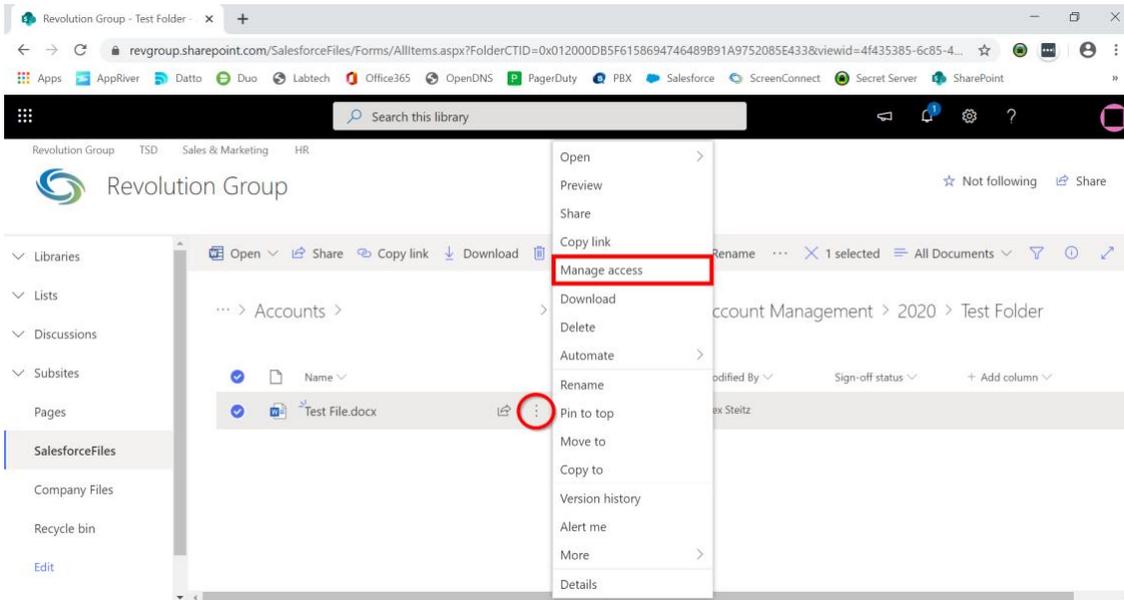
Apply Cancel

Next, use the 'Send' or 'Copy Link' options below to send your link. 'Send' will generate an email directly from Microsoft to your recipient with their link to the file/folder, while copying the link allows you to share it any way you prefer.

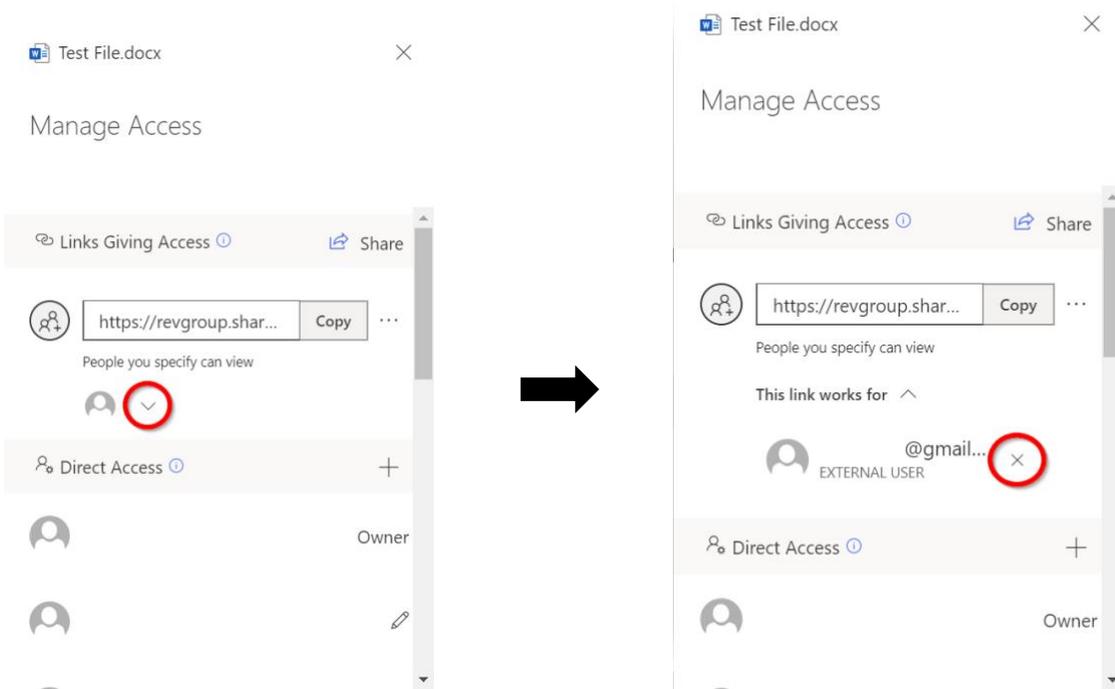


How to Revoke/Modify Access

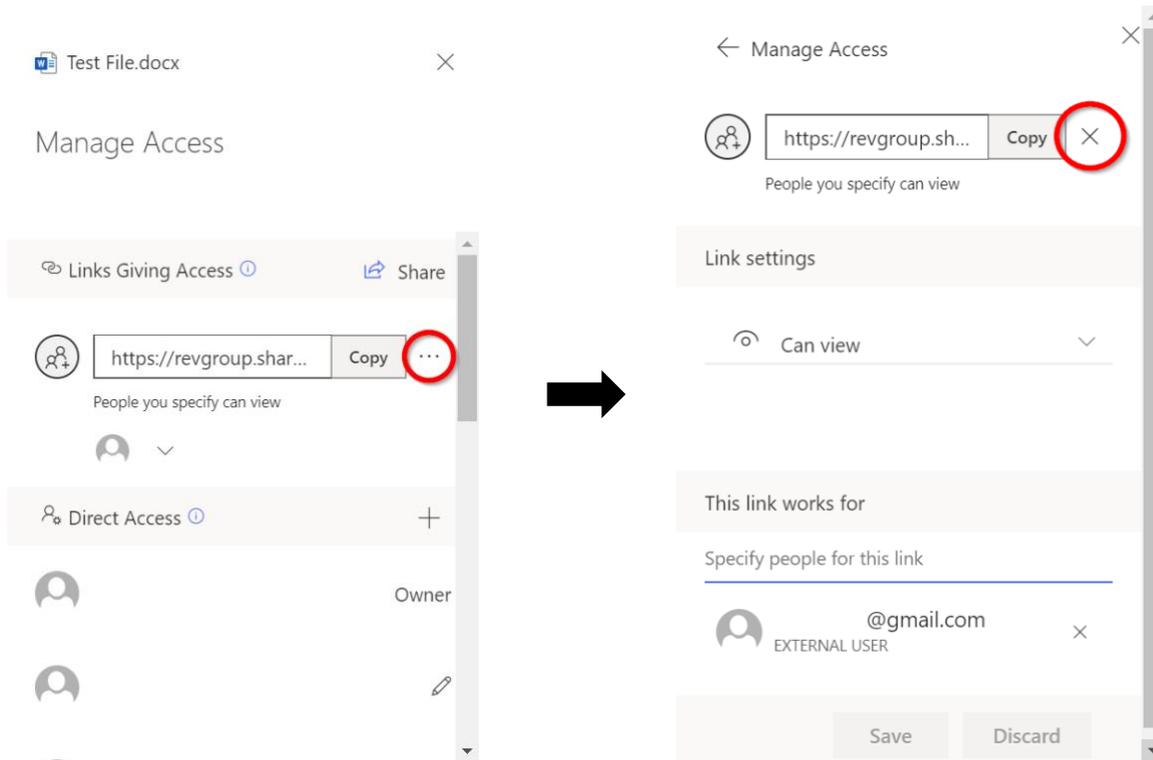
Once a user no longer needs access to a file/folder, you can revoke it by clicking the three dots shown below and selecting “Manage access.”



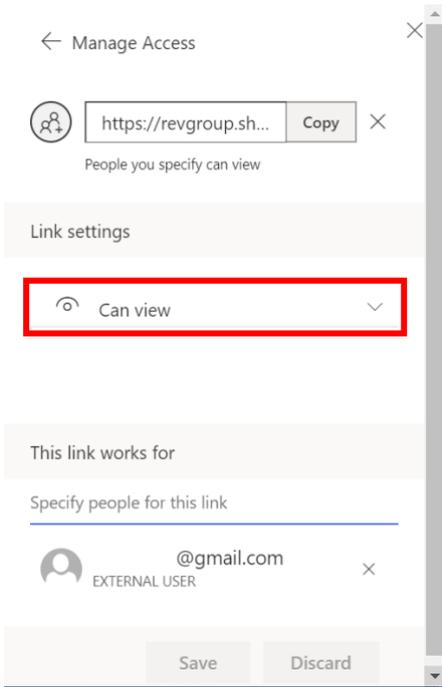
From the following window, select the three dots shown below, then select the 'X' icon. This will remove access for a single user.



If the link itself is no longer needed, access should be revoked to prevent unauthorized use. To do so, select the three dots next to the link, then select the 'X' icon next to the link.



Access level for the link can also be modified from this page, using the dropdown menu below:



← Manage Access

 Copy ×

People you specify can view

Link settings

 Can view ▼

This link works for

Specify people for this link

 @gmail.com ×
EXTERNAL USER

Save Discard