



Sharing and Permissions

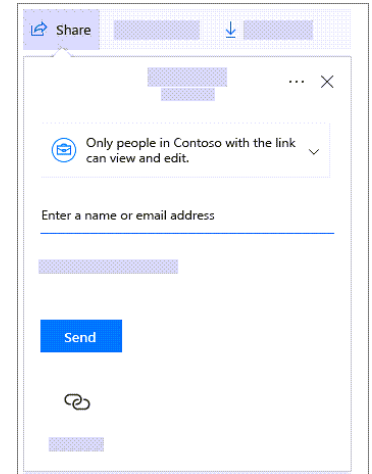
Share SharePoint files or folders

Share a file or folder

1. Select the file or folder you want to share, and then select **Share**.
2. (Optional) Select the dropdown list to change the type of link. The Details pane opens, where you can change who can access the link and whether people can edit the item you're sharing.

Options for **Who would you like this link to work for** (options vary based on admin settings):

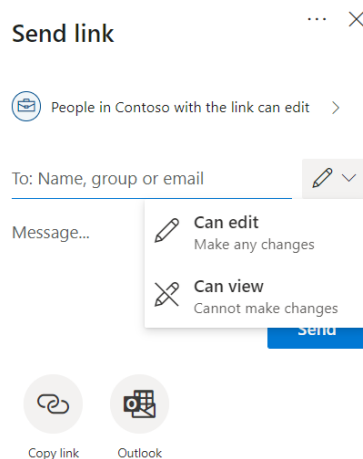
- **Anyone:** This may include people outside of your organization.
- **People in <Your Organization>**
- **People with existing access .**
- **Specific people**



Note: If a sharing option has been greyed out, your organization's admins may have restricted them. For example, they may choose to disable the **Anyone** option to prevent usable links being forwarded to others.

By default, **Allow editing** is turned on. If you want people to only view your files, uncheck the check box. When you're done, select **Apply**.

With **OneDrive for work or school** accounts, you can also quickly select editing permissions without having to open the sharing link settings. Simply select the pencil icon next to the **Name, group or email box**, then give the recipients edit or read-only permission.



3. Enter the names of the people you want to share with and a message, if you want.
4. When you're ready to send the link, select **Send**.



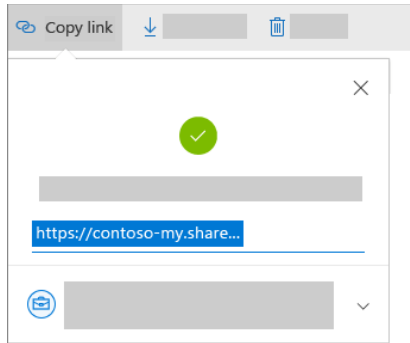
Sharing and Permissions

Get a link to a file or folder that you can copy

Another way to share is to get a link to a file or folder that you can copy and paste in a text message or on a website.

People you share these links with can also forward your link to others.

1. In SharePoint, select **Copy link**. The link is automatically copied to your clipboard.



2. (Optional) Select the dropdown list to change the type of link. The **Details** pane opens, where you can change who can access the link and whether people can edit the item you're sharing.

Options for **Who would you like this link to work for** (options vary based on admin settings):

- **Anyone:** This may include people outside of your organization.
- **People in <Your Organization>**
- **People with existing access .**
- **Specific people**

3. Paste the link (Ctrl+V) wherever you want, such as a text message or on a website.

Notes:

- The permission granted by a sharing link lasts only as long as the link exists. For example, [when a link is disabled](#), access is revoked (though people may still have access to the file via other means).
- When **Allow editing** is selected: After they sign in, people in your organization can edit, copy, or download the files. When **Allow editing** isn't selected, people in your organization can view, and may be able to copy or download the files.
- Site administrators can restrict sharing so that only owners can share files and sites.
- If site administrators have not restricted sharing to site owners, any person with Edit permissions to a file or folder can share that file or folder with others by selecting **Share** or **Copy link**. People who don't have edit permissions can use **Copy link** to get a link that will work for people who already have permissions to the file or folder.
- The option to create or open "Anyone" links to .aspx pages is not supported.



Sharing and Permissions

Stop sharing OneDrive or SharePoint files or folders, or change permission


Stop or change sharing

Files and folders can be shared by sending someone a sharing link, or by giving them direct access to the file or folder. (People may also have access to a file or folder if they've been given access to the site itself.)

If you are the file owner, you can stop sharing the file or folder.

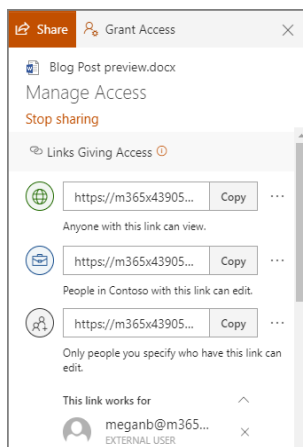
If someone has been given direct access, or has access through a specific people link, you can also change the sharing permissions between view and edit.

Here are the steps:

1. Select the file or folder you want to stop sharing.
2. Select **Information**  in the upper-right corner to open the Details pane.

Note: (The **Information** icon is just below your profile picture. If you don't see it, make sure you only have one file or folder selected - it won't display if you have multiple items selected.)

3. On the **Details** pane, under the **Has Access** header, you'll see the **People** icon, the **Links** icon, and/or the **Email** icon. These options vary depending on how you have shared the file or folder. Select **Manage access** and:
 - To stop sharing the file entirely, click **Stop sharing**.
 - To delete a sharing link, click the ... next to the link, then click the **X** next to the link to remove it. (You'll get a prompt asking you if you're sure you want to delete the link - if so, click **Delete link**.)
 - To stop sharing with specific people, expand the list under a specific people link and click the **X** to remove someone.
 - To change permissions or stop sharing with someone who has direct access, under **Direct Access**, click the dropdown next to the person's name and choose the option that you want.





Sharing and Permissions


Share a site

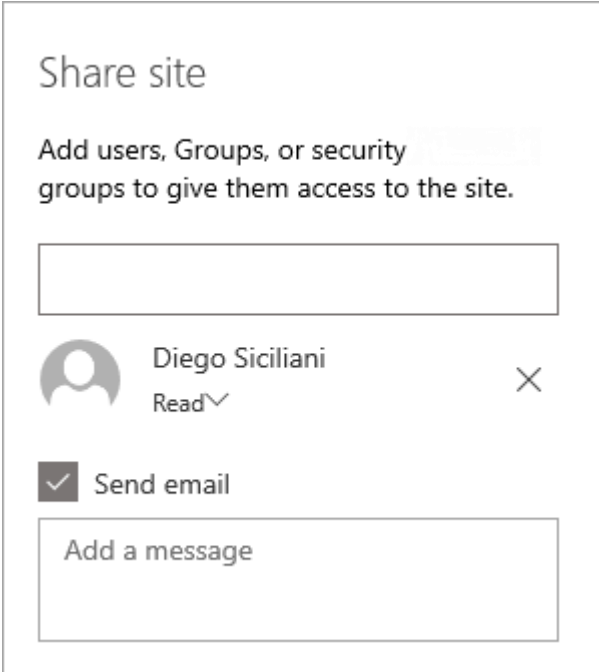
If you're a Microsoft SharePoint site owner, you can give other people access to the site by adding them as owners, members, or visitors. (Want to [share a file or folder instead?](#))

If the site is a SharePoint site, you might even be able to share it with people outside your organization, depending on the permissions set for your organization and for the specific site. The steps for sharing depend on the type of site. Go to the site and follow the steps that match the buttons you see.

Note: If you aren't a site owner, you might be able to invite other people to the site, but your invitation will generate an access request that can be either approved or declined by a site owner.

Communication sites

1. Select **Share site**. 
2. In the Share site pane, enter the names of people or groups to add them to the site, or enter "Everyone except external users" to share the site with everyone in your organization.



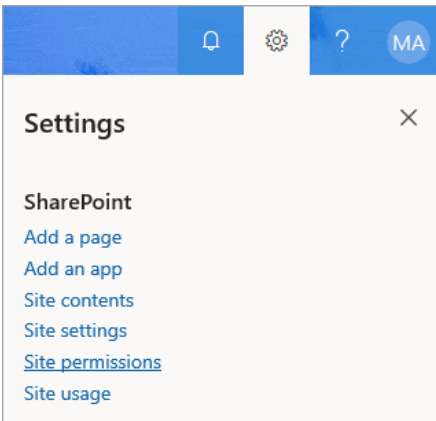
3. Change the permission level (Read, Edit, or Full control) as needed.
4. Enter an optional message to send to the person, or clear the **Send email** box if you don't want to send an email.
5. Select **Share**.



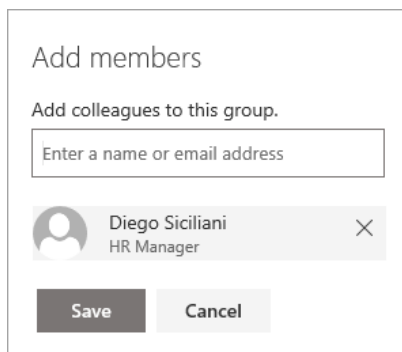
Sharing and Permissions

Microsoft 365 group-connected team sites

1. Select **Settings**, and then select **Site permissions**.



2. Select **Invite people**.
3. To add members to the group so they can access all the group resources, select **Add members to group**, and then **Add members**. To give people access to only the site, select **Share site only**.



4. Enter the names of people to add to the group. If you're sharing the site only, you can also enter groups or enter "Everyone except external users" to share the site with everyone in your organization.
5. If you're sharing the site only, enter an optional message to send to the person you're inviting, or clear the **Send email** box if you don't want to send an email.
6. Select **Save** if you're adding members to the Microsoft 365 group or **Add** if you're sharing the site only.

[Click to watch the "Share a list" video.](#)

For more information, please refer to the Microsoft training resource page [HERE](#)