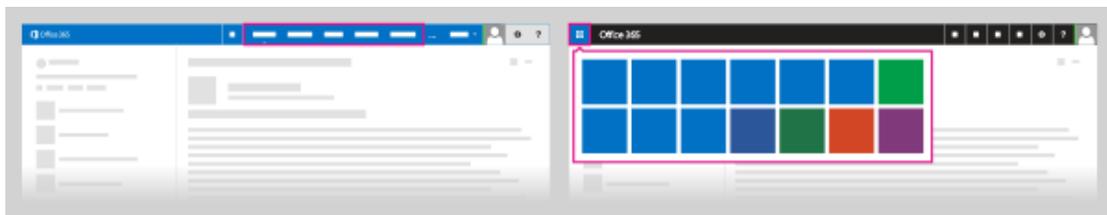


Share files with people outside the University

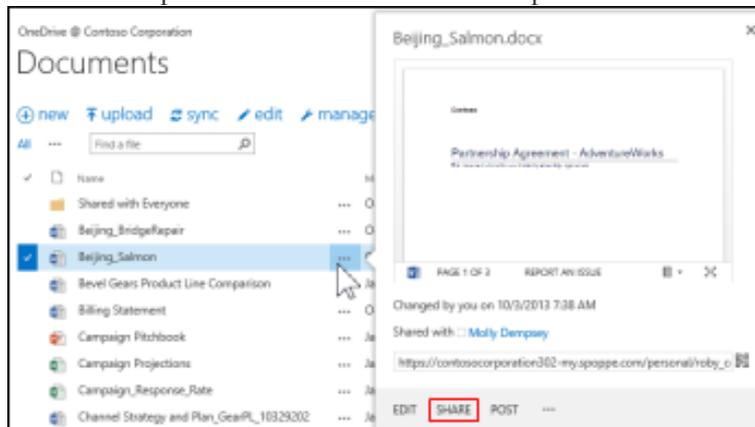
You can create an anonymous guest link, and then share the link using whatever media suits you. For example, post it on a social media page, or paste it into an email. You can create a guest link that provides editing permission or only viewing permission.

You must be a Site Owner or have full control permissions to share a document with external users. Additionally, the external sharing feature must be turned on in either the Office 365 Service Settings or the SharePoint Online admin centre (depending on which plan you have). External sharing must also be turned on for your site collection (enterprise plans only).

1. [Sign in to Office 365](#) with your work or school account.
2. At the top of the page, select **Sites**. Or, select the app launcher , and then select **Sites**.

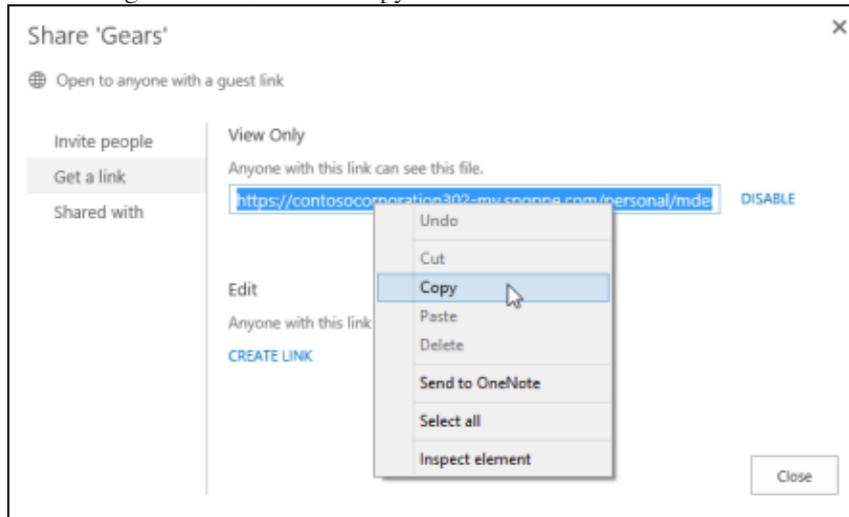


3. Select the ellipses ... next to the document to open its callout window and then select **Share**.



4. In the Share dialog box, select **Get a link**.
5. Select **Create Link** for the type of permission you want to grant: view only or edit permissions. A guest link URL is created.

6. Select the guest link URL and copy it.



You can now paste the guest link URL into the media of your choice.

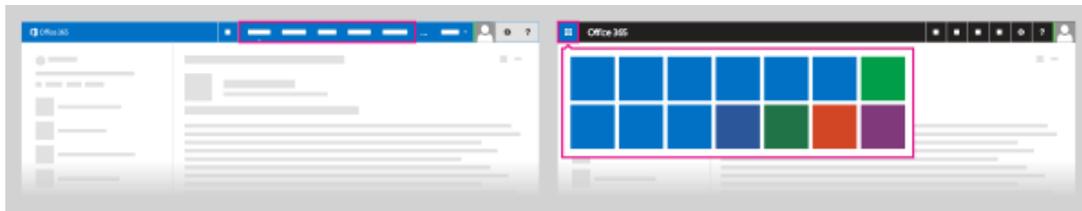
- If a document is in a team site library, other site members can find the guest links in the Share dialog box and send them to others.
- If the file you are attempting to share is located in a library that is using Information Rights Management, you will not be able to share it externally.
- Anonymous guest links could potentially be forwarded or shared with other people, who might also be able to view or edit the content without signing in. Avoid using anonymous guest links for sensitive content.
- People who are invited to access documents using anonymous guest links will only be able to view or read files in the relevant Office Online. They will not be able to open files in a corresponding desktop version of the Office program.
- If external sharing is turned off globally in the Office 365 Service Settings or the SharePoint Online Admin centre, any shared links will stop working. If the feature is later reactivated, these links will resume working. It is also possible to disable individual links that have been shared if you want to revoke access to a specific document. See [Disable an anonymous guest link](#).
- If you share Excel workbooks that include Power View sheets with people outside your organization, they won't be able to see the Power View sheets in those workbooks.

Allow people to create guest links with documents you've shared with them

You may be happy to share some documents widely, and in fact you may want to encourage people to reshare them. For such documents you can allow people to create anonymous guest links with documents you share with them.

To allow this capability, you must have full control permission.

1. [Sign in to Office 365](#) with your work or school account.
2. At the top of the page, select **Sites**. Or, select the app launcher , and then select **Sites**.



3. Go to the library where you want to allow people to create guest links.
4. Select **settings**  > **Site settings** > **Users and Permissions** > **Site permissions** > **Access Request Settings**.
5. In the **Access Requests Settings** dialog box, check **Allow members to share the site and individual files and folders**.

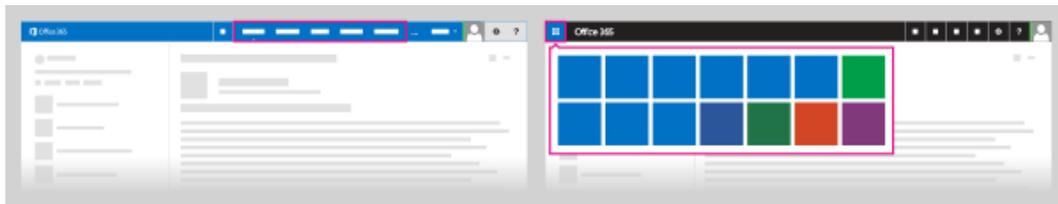
Now when people select documents you've shared with them and open the Share dialog box, they can create a guest link. Note, however, that they can only create guest links that allow guests to edit the document if you gave them edit permission when you first shared the document. If they only have view permission, they can only create guest links that allow view permission.

For an overview of Access Request Settings, see [Video: Share a site without access request](#).

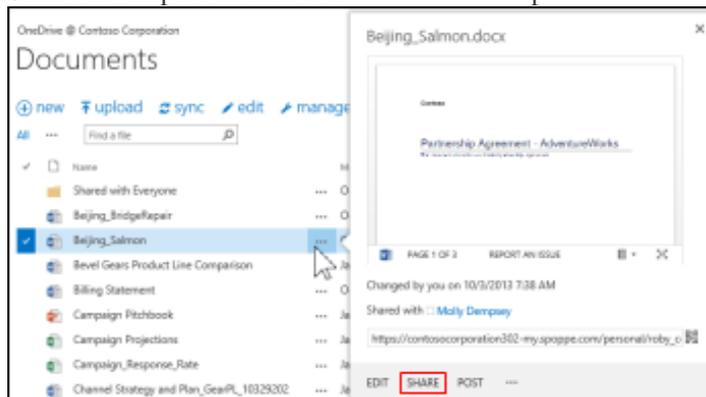
Share a document requiring sign in to your site

You must be a Site Owner or have full control permissions to share a document with external users. Additionally, the external sharing feature must be turned on in either the Office 365 Service Settings or the SharePoint Online admin centre (depending on which plan you have). External sharing must also be turned on for your site collection (enterprise plans only).

1. Sign in to Office 365 with your work or school account.
2. At the top of the page, select **Sites**. Or, select the app launcher , and then select **Sites**.



3. Select the ellipses ... next to the document to open its callout window and then select **Share**.



4. Make sure **Invite people** is selected then type the email addresses of people you're inviting to share the document. For example: someone@outlook.com, or somebody@gmail.com, or externaluser@contoso.com.
5. In the drop-down list, select the permission level you'd like to grant these users: **Can edit** or **Can view**.
6. If you want, type a message to be included with the email. The message might include information or instructions about the document you've shared.
7. Select the **Require sign-in** check box.

NOTE If you don't select the **Require sign-in** check box, the email will contain an anonymous guest link to the document. Anonymous guest links could potentially be forwarded or shared with other people, who might also be able to view or edit the content without signing in.

8. Select **Share**.

See who has access to a specific site or document

You can also use the **Share** command to quickly see the list of people a document has been shared with.

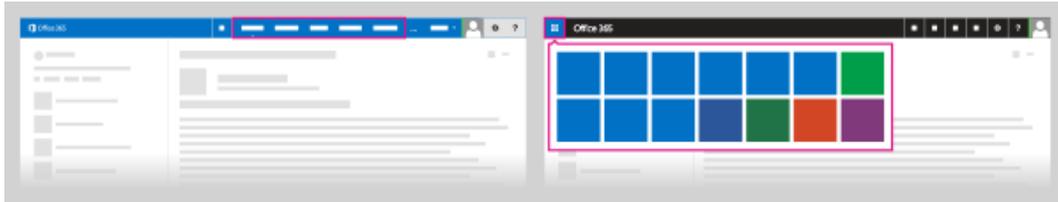
Do one of the following:

- To see who has access to a site, select **Share** at the top right of the page, and then select the link after **Shared with** in the **Share** dialog box to view a list of people who have access to the site.
- To see who has access to a document, folder, or Document Set, select the item in the document library, and then flick **Shared With** on the **Files** tab.

Revoke user access to a site

If a site has been shared with an external user, and you want to revoke that user's access to the site, you can do so by removing that individual's permissions for the site.

1. [Sign in to Office 365](#) with your work or school account.
2. At the top of the page, select **Sites**. Or, select the app launcher , and then select **Sites**.

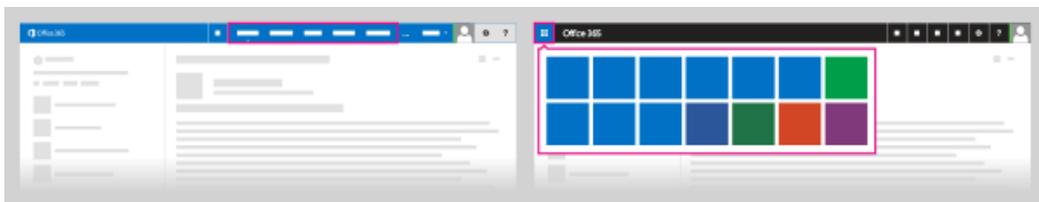


3. Go to the site on which you want to withdraw an invitation.
4. Select **settings**  > **Site Settings** > **Users and Permissions** > **Users and Permissions**.
5. Select the group from which you want to remove users.
6. Select the users you want to remove, point to **Actions** > **Remove Users from Group**.
7. Select **OK**.

Disable an anonymous guest link

You can see whether a document has been shared via guest link by checking the properties menu for the document.

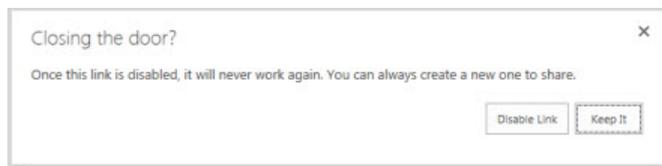
1. [Sign in to Office 365](#) with your work or school account.
2. At the top of the page, select **Sites**. Or, select the app launcher , and then select **Sites**.



3. Go to the library that contains the document for which you want to remove a guest link.
4. Point to the document, and select the three ellipses (...).
5. Select a **guest link** in the sentence **Open to anyone with a guest link**. (If you don't see this link, your document is probably set up to allow only users with a username and password.)



6. Next to the URL for the guest link, select **Disable**.
7. When asked if you want the link disabled, select **Disable Link**.



When people outside your organisation attempt to access the content using the guest link, they will get a message that says they can't access it.