

Sharing files from OneDrive or SharePoint with external users allows you to securely collaborate with people outside of York University. This document outlines the process.

1. Navigate to the file, click on the vertical ellipses then on the Share option.

| SD Home Documents Pages Site con | t Open > |
|--|---------------|
| | Preview |
| 🕂 New 🗸 🗎 Edit in grid view 🛚 🔤 Open 🧹 | Share |
| | Copy link |
| Documents > Test 123 | Manage access |
| 📀 🗋 Name 🗸 | Download , |
| ⊘ | Delete |
| | Automate > |
| | Rename |
| | P |

2. Enter the recipient's email address. You may also include a message by entering it in the Message field.

| Send link | × |
|---|------|
| People you specify can edit > To: Name, group or email Message | |
| 0 | Send |
| Copy link | |
| $(\overset{\circ}{\overset{\circ}{\overset{\circ}{\overset{\circ}}{\overset{\circ}}}})$ People you specify can edit > | Сору |



For added security, you may remove editing permissions and block the download of the file.

-click on the pencil dropdown and select Link settings

| Send link Document.docx | × |
|---------------------------------|---------------------------------|
| R People you specify can edit > | |
| To: Name, group or email | |
| Message | Can edit Make any changes |
| | Can view Cannot make changes |
| | 这 Link settings |
| Copy link | |
| People you specify can edit > | Сору |

-uncheck Allow editing then enable Block download

| Link settings Document.docx | × |
|--|--------|
| Who would you like this link to work for? Learn more | |
| Anyone with the link ① | |
| 🖻 People in York University with the link | |
| People with existing access | |
| (R) Specific people | ~ |
| Other settings | |
| Allow editing | |
| 🖗 Open in review mode only | 0 |
| ⊖ Block download | |
| Apply | Cancel |



3. After clicking on Send, the recipient will get an email from Microsoft with a time-limited, single-use verification code when they click on the link to verify their identity. If they didn't receive it, ask them to check their Junk/Spam folder. Once they enter the code into the verification screen, they'll be able to open the file. The content is secured and the link won't work if it's forwarded to others – it only works for people you specified when you shared.

| Microsoft | Microsoft |
|--|--|
| Request Verification Code | Enter Verification Code |
| | You've received a secure link to: |
| You've received a secure link to: | Contoso Purchasing Data |
| Contoso Purchasing Data | To open this link, enter the code we just emailed to <u>send</u> . <u>Send</u> |
| To verify your identity, we'll send a code to you at | 12345678 i |
| Send Code | Verify |

If experiencing any issues with this process, please send an email to askit@yorku.ca.