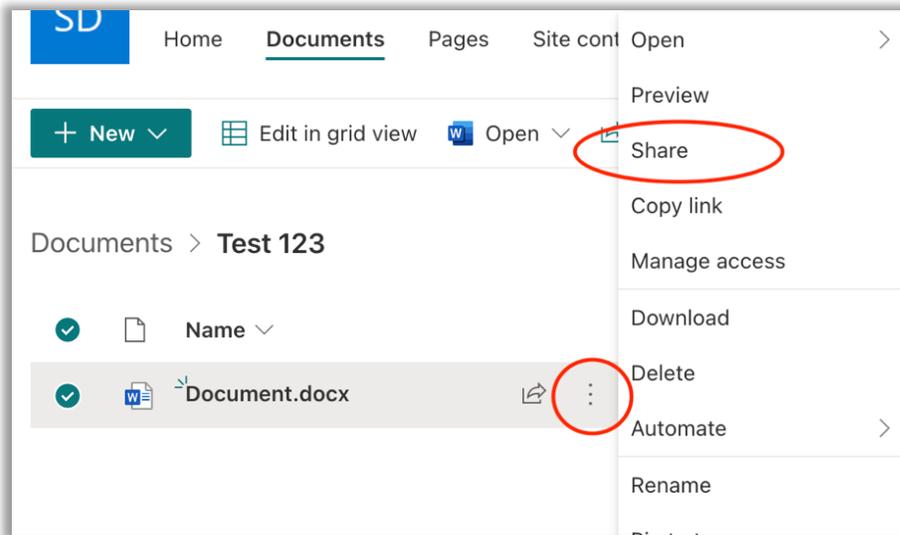
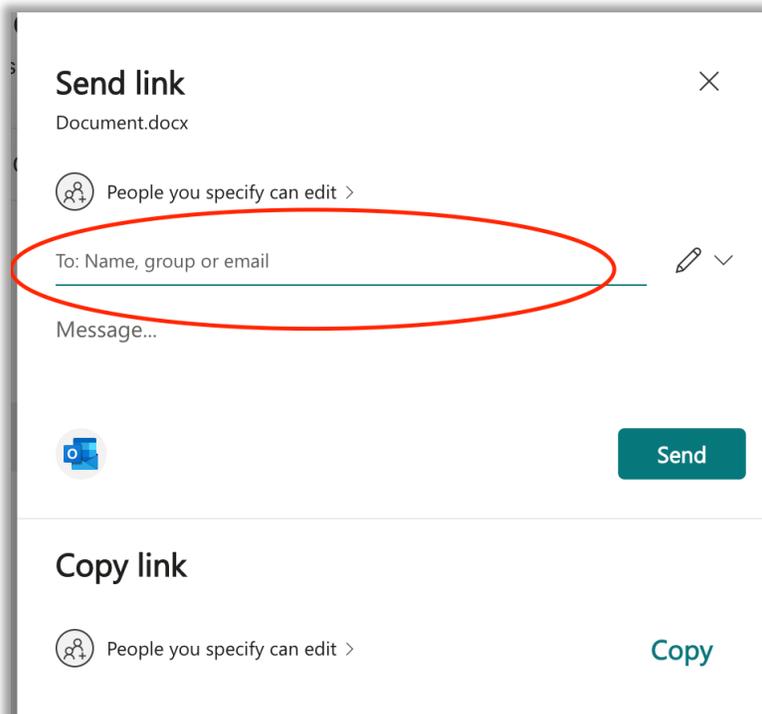


Sharing files from OneDrive or SharePoint with external users allows you to securely collaborate with people outside of York University. This document outlines the process.

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

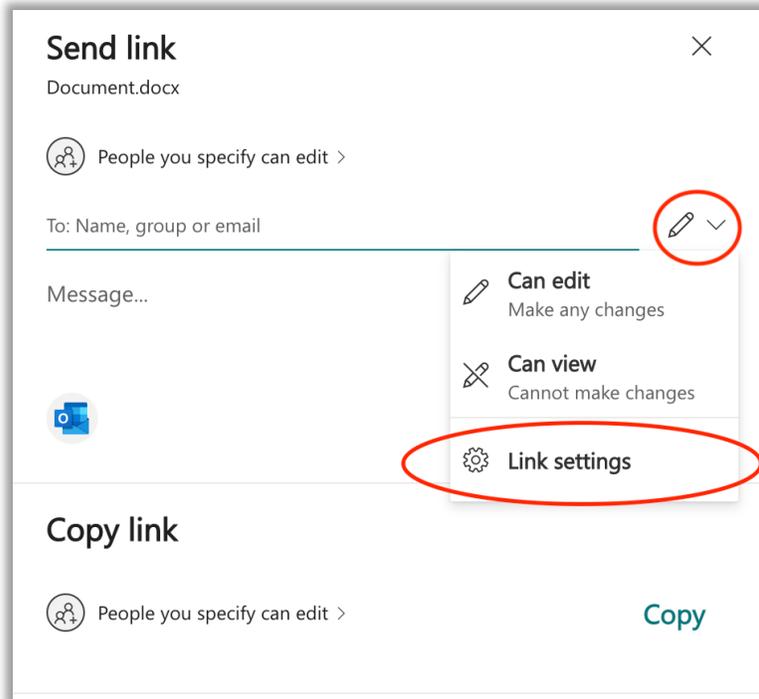


2. Enter the recipient's email address. You may also include a message by entering it in the Message field.

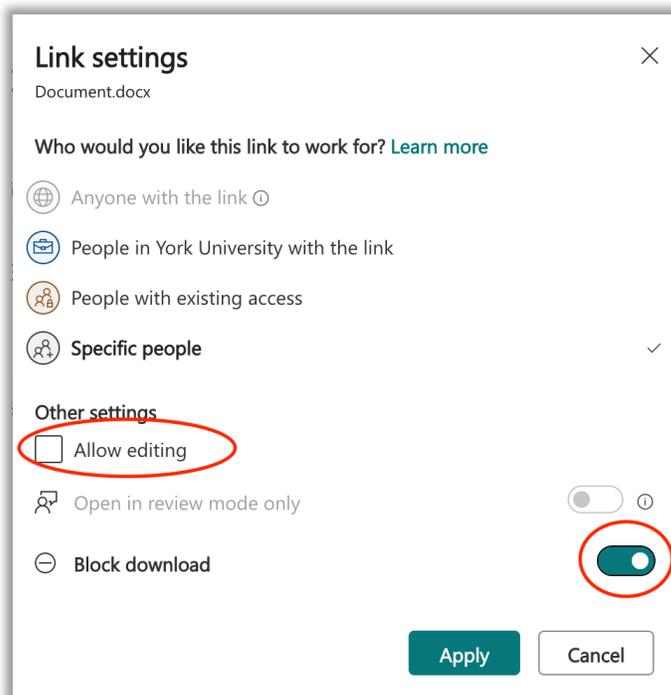


For added security, you may remove editing permissions and block the download of the file.

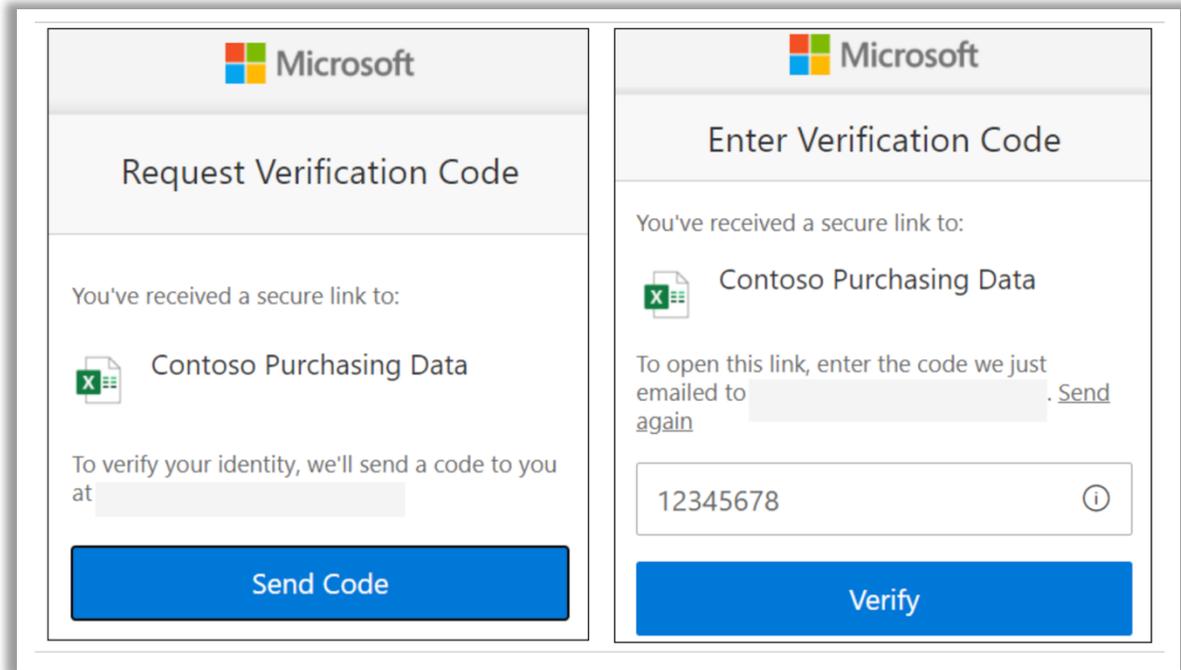
-click on the pencil dropdown and select Link settings



-uncheck Allow editing then enable Block download



- 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.



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