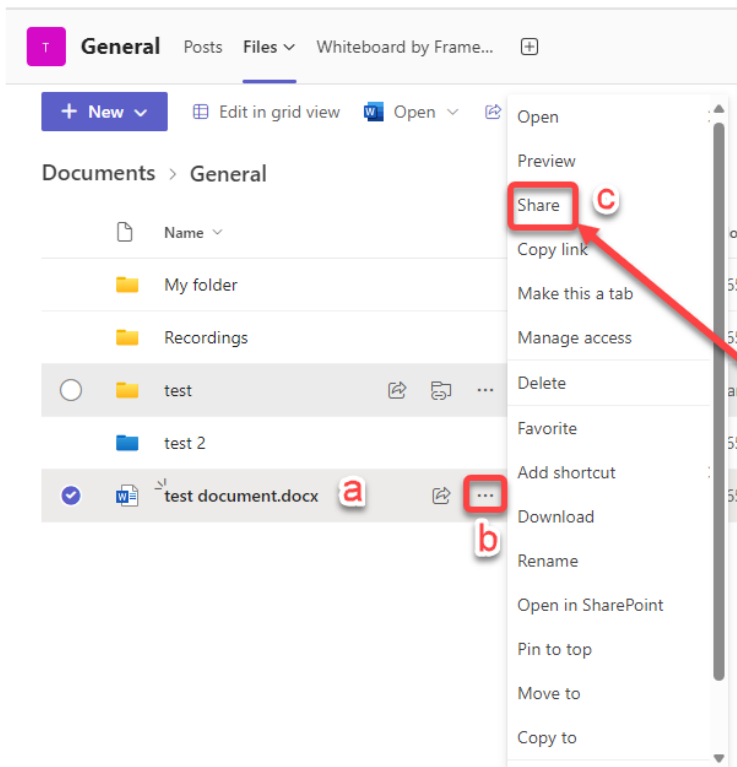


HOW TO SEND A LINK TO A FILE TO AN EXTERNAL EMAIL ADDRESS

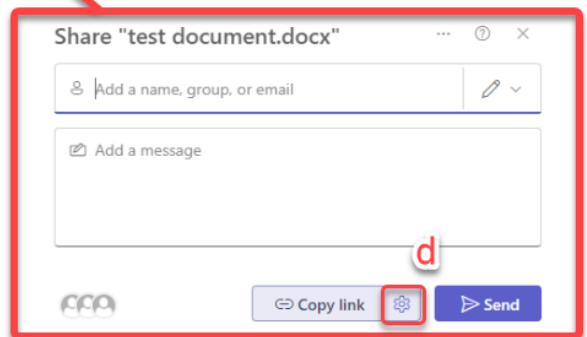


1

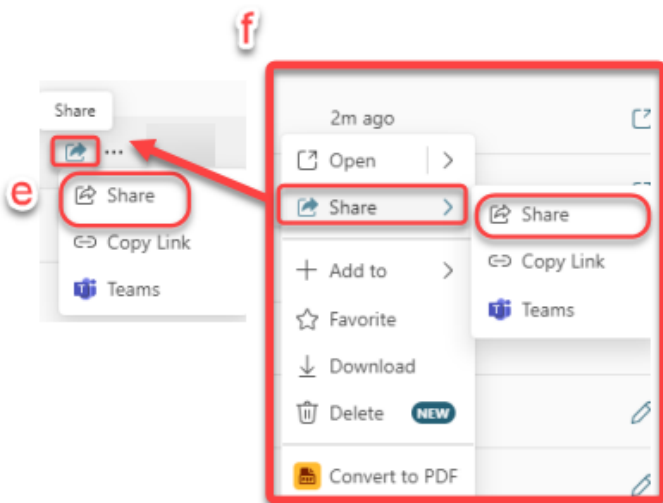
In Teams:

- a) select the document you wish to send and either right-click on it or >
- b) click on the three dots "..."
- c) select "Share"

You will see the below pop-up window:

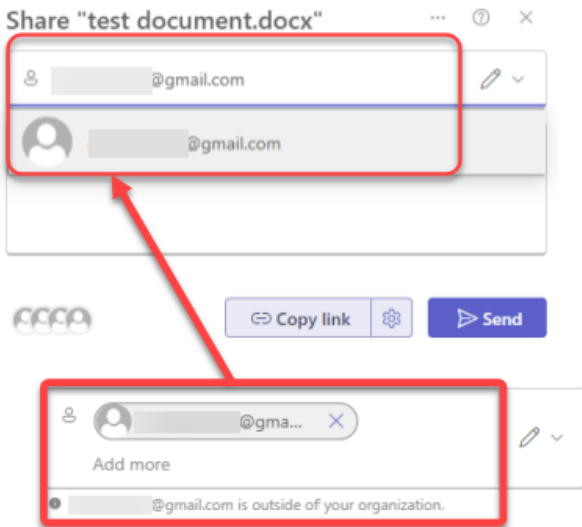


d) click on the cog/gear icon



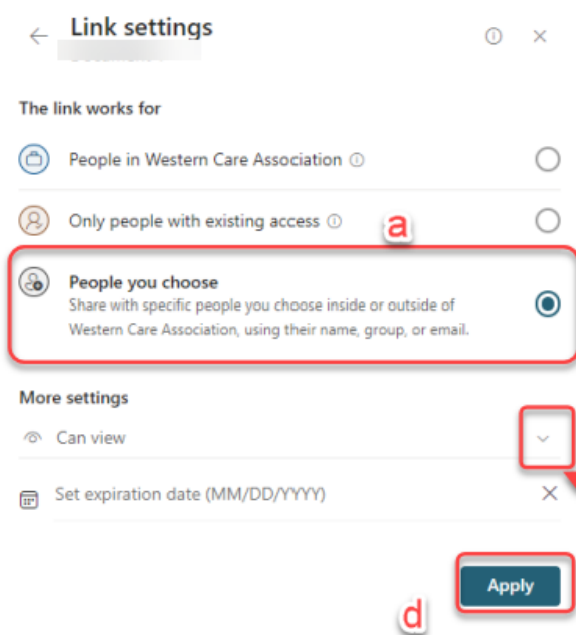
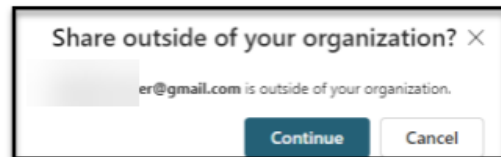
e) In Office 365 views or OneDrive, click on the "Share" icon next to the file you wish to share/send and choose "Share"

f) Alternatively, click on the 3 dots (...) next to the file name and choose Share and then click on Share



2

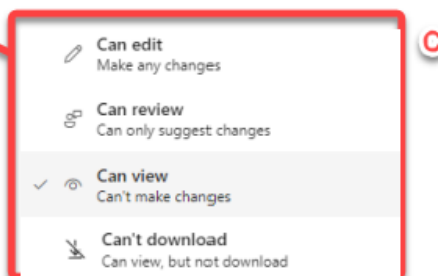
Type (or select from contacts drop-down when you start typing) the external email address you wish to send the link to. If you typed it make sure you click on the completed address in grey below so that it's added properly. You will see a pop-up asking you to confirm sharing, press "Continue" button to proceed (you should also see a message "*** is outside your organization" below the address field)



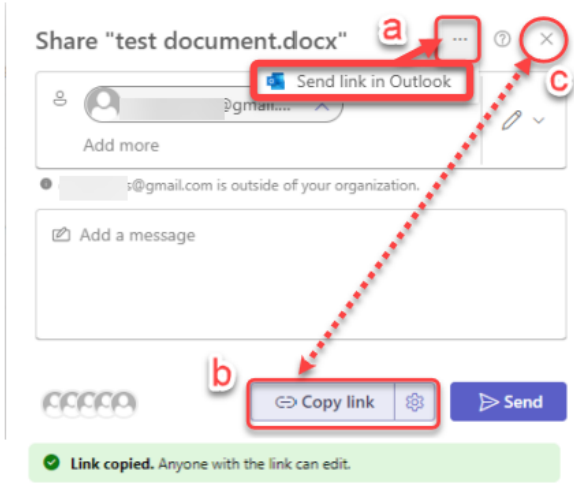
3

In the pop-up "Link settings" window:

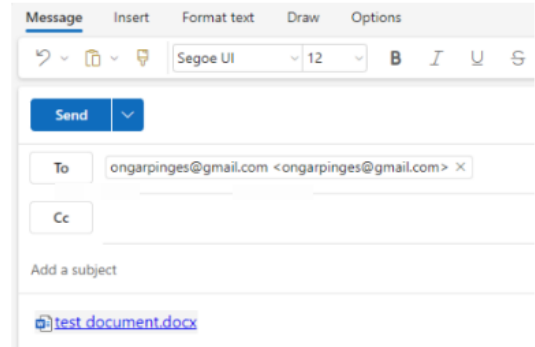
- a) select the option "People you choose"
- b) click on the drop-down arrow next to More settings
- c) choose the access type you want this person to have to the file you're sharing (by default it is set to "Can view")
- d) click on "Apply"



4



a) click on the 3 dots beside ? next to the name of the file and select "Send link in Outlook" and it will create a new mail message in outlook with the link in it



ALTERNATIVELY (this action is the same as "a") -
 b) click on "Copy link" below you will see confirmation that link was copied and the type of access you granted to the file to this person (you can also see it by hovering over the "Copy link" button)

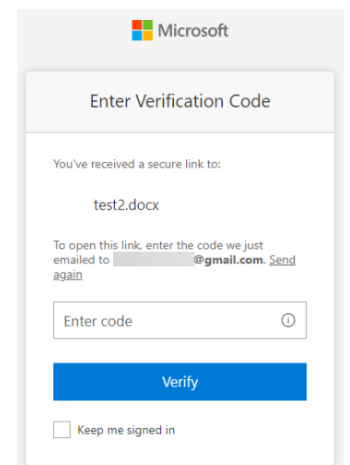
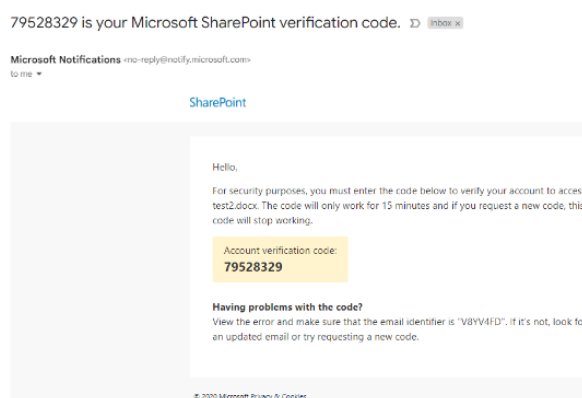
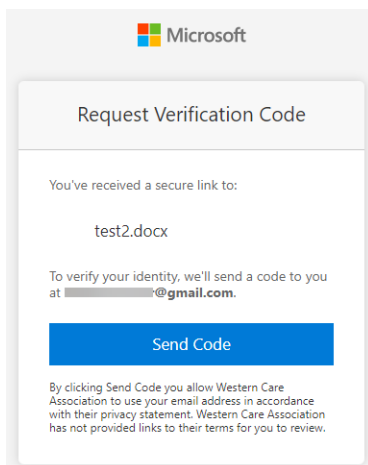
c) click on X (Close) to close the window, create a new mail message in Outlook and paste the link into it

The recipient will receive the link and when they click on it they will be need to:

a) get a code

b) copy the code from received email

c) enter the code and click on "Verify"



Please be aware that any changes made to the shared document can also be viewed by external viewer(s).

There is a 60-day limit to access the document/link, and once the limit is up the link will be broken or you can manually remove access for external users from it.

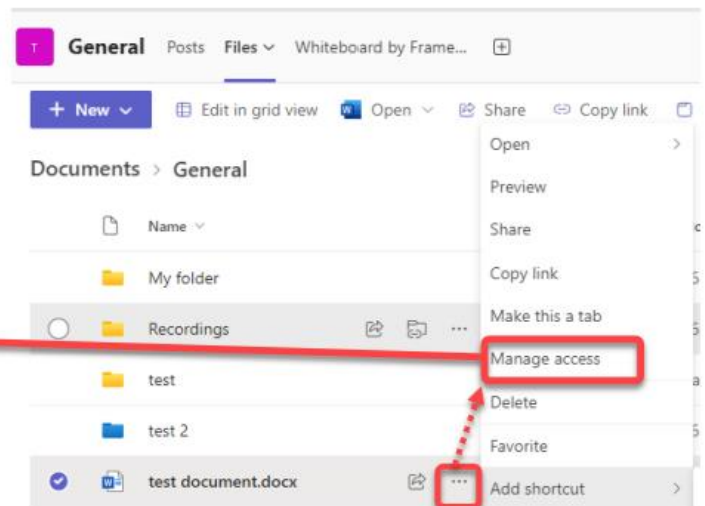
If you wish to **remove** or **change** access to the file do the following:

5

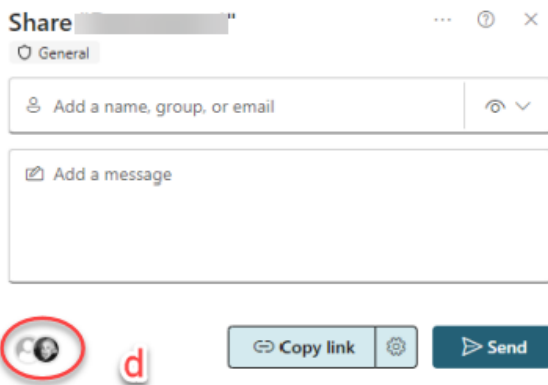
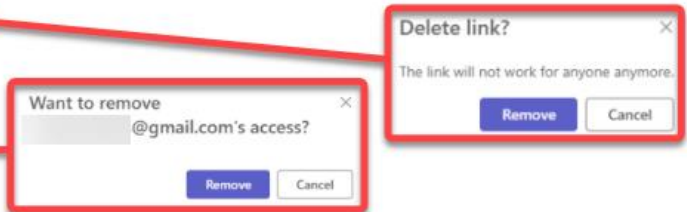
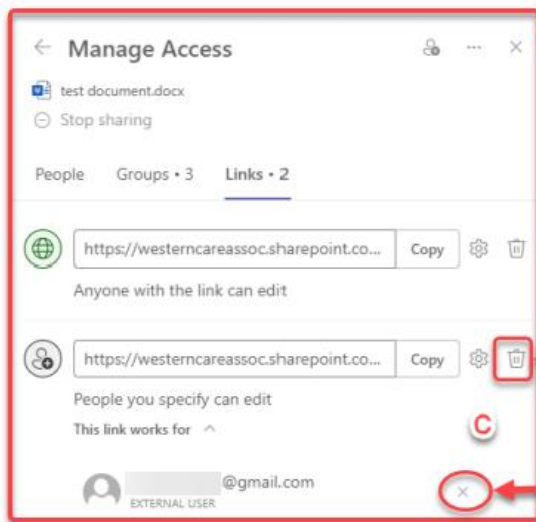
In Teams locate the file you want to remove access from

a) right-click and or click on the 3 dots (...)

b) click on "Manage access"



c) remove the external recipient(s) by clicking on the X or click on the bin icon to remove the link altogether



d) In Office 365 views or OneDrive, to remove access click on the "Share" icon next to the file you wish to remove access from and choose "Share" (just like in # 1 step (e and f pictures), then click on the "bubbles"

e) In "Manage Access" window click on Links, and then either click on the Trash bin icon or the cross (X) next to the person's name/address you wish to remove access from, then confirm by pressing the "Remove" button

