

Sharing and Managing SharePoint Link Access

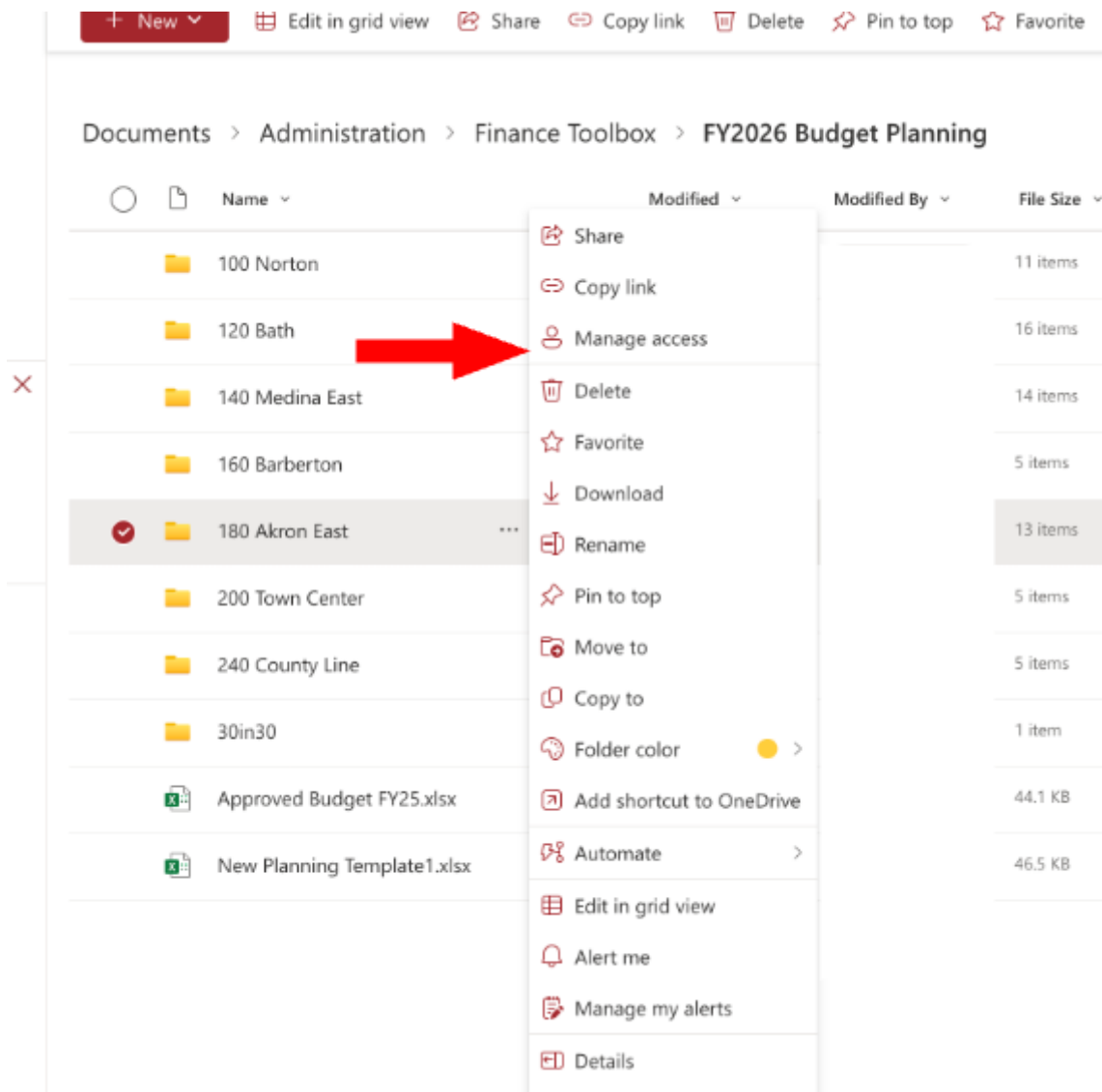
Sometimes it's useful to share files/folders with another staff member or even an user outside of staff. Sharepoint has this ability.

Disclaimer: Be careful that you aren't sharing anything sensitive with users outside the organization. If you have any doubts or questions, please ask IT.

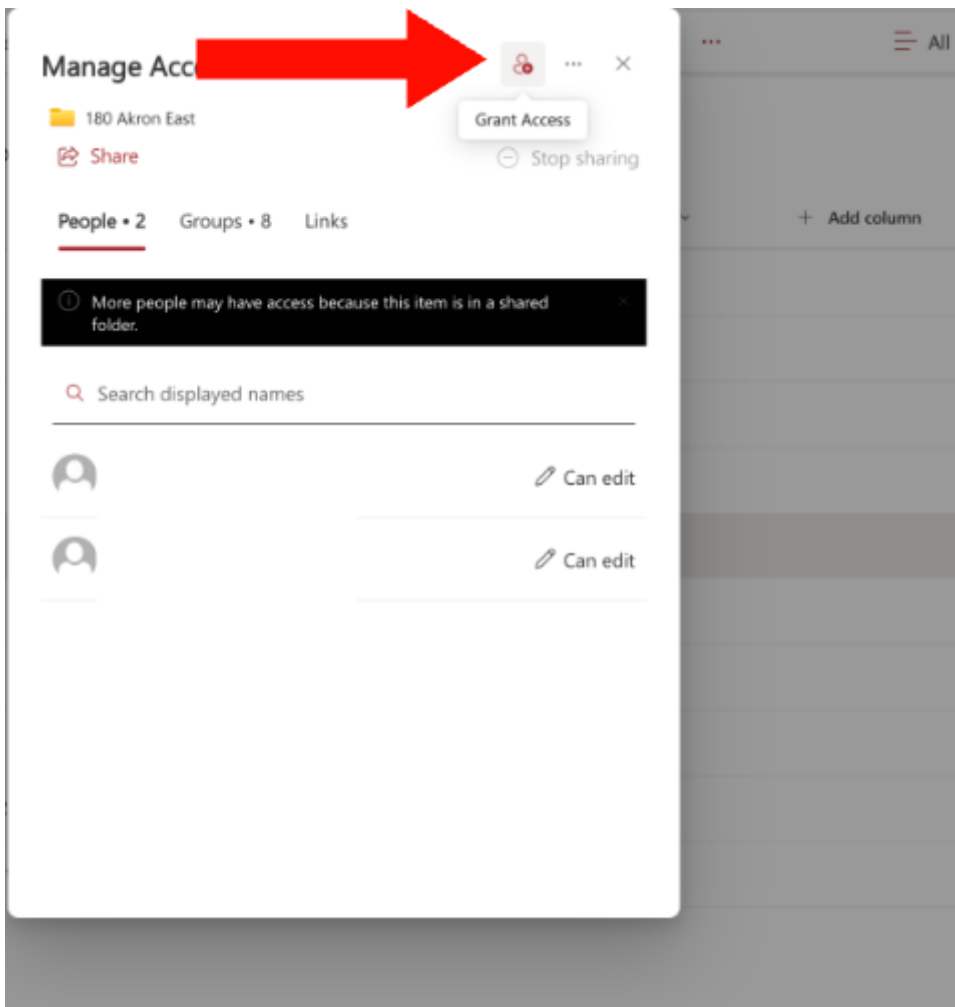
To give access to edit a file

While staff typically have access to read and edit files within their campus SharePoint site, you will only be able to view files on other SharePoint sites (if it's a file like a Word doc or Excel sheet, you can open it up in a desktop app and save a local copy if you are wanting to borrow another file from a different campus) In order to collaborate and edit a file within SharePoint the owner of the file or folder will need to add your Grace Church account to have editing access.

1. Find the file or folder on SharePoint. Right click it and select "Manage Access."

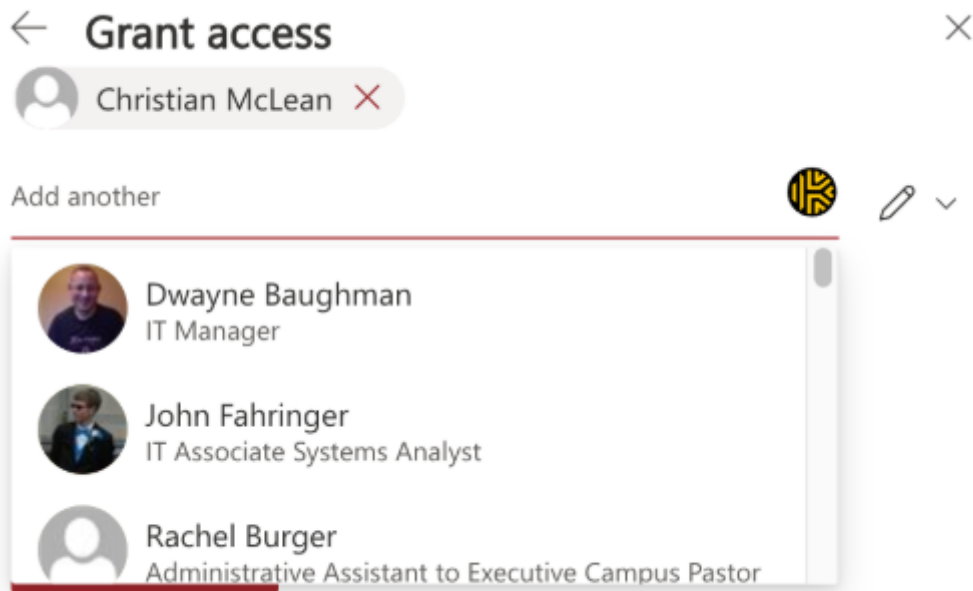


2. You'll see a small window pop up in the middle of your screen. In the top right corner of that window click the person icon with a small plus sign.



3. Add the people the you wish to have access to that file or folder and make sure they are set to "Can Edit" (pencil icon)

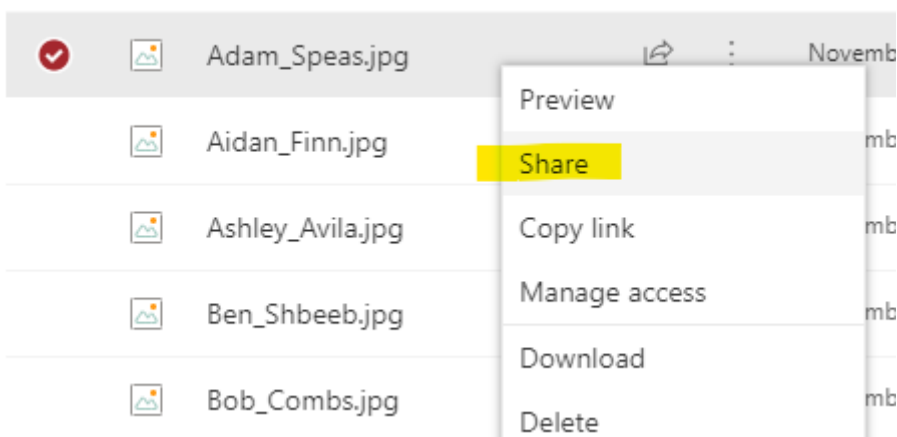
If you're looking for a volunteer to upload or edit files within a folder, you'll need to be sure to set the sharing link to edit instead of view. They will also need to sign into or create a personal Microsoft account to gain access. Be sure you are not giving access to a large amounts of files (ie the entire 30-in-30 SharePoint site) but instead very specific files or folders. Best practice is to set a password at the very least and ideally an expiration date.



4. When you have everyone you'd like share the file with, you can type up a quick message to let them know what they have access to as well as select the "Notify People" box to send them an email once they have access.
5. After double checking the people added, click "Grant Access" to share the file/folder with them.


(To share a file with anyone) To Share a link for view:

1. Find the file on Sharepoint and right click and select Share:



2. A Send Link Window will pop up. Select the top button highlighted below:


Send Link ... X

 People in Grace Church with the link can edit >


Enter a name or email address

Add a message (optional)

Send



Copy Link



Outlook

3. In the Link Settings Window Select Anyone with the link. Consider using and expiration or password to add a little more security if needed.

Then click Apply

Link settings ×

Who would you like this link to work for?
[Learn more](#)

- Anyone with the link ✓
- People in Grace Church with the link
- People with existing access
- Specific people

Other settings

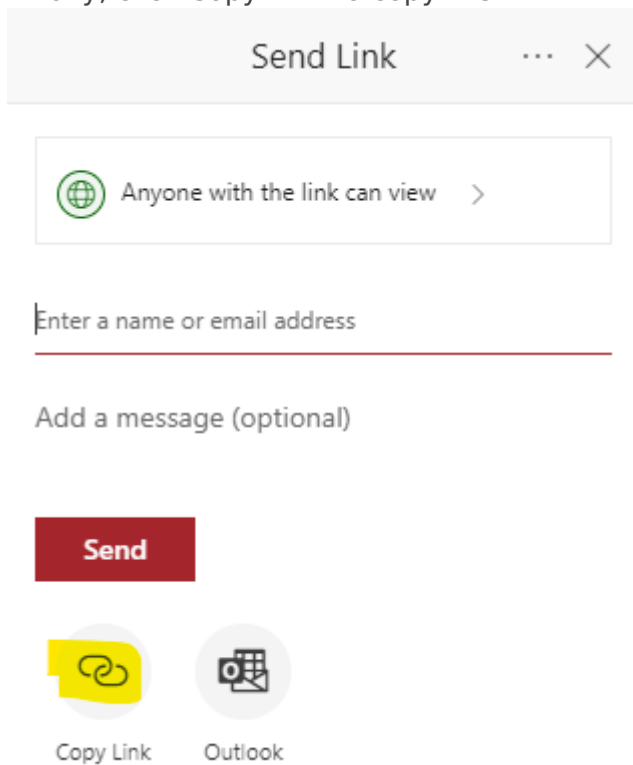
Allow editing

Set expiration date ×

Set password ⋮

Apply Cancel

4. Finally, click Copy Link to copy the link.



5. Now you can paste this link in an email or use it to share a file on the website.

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