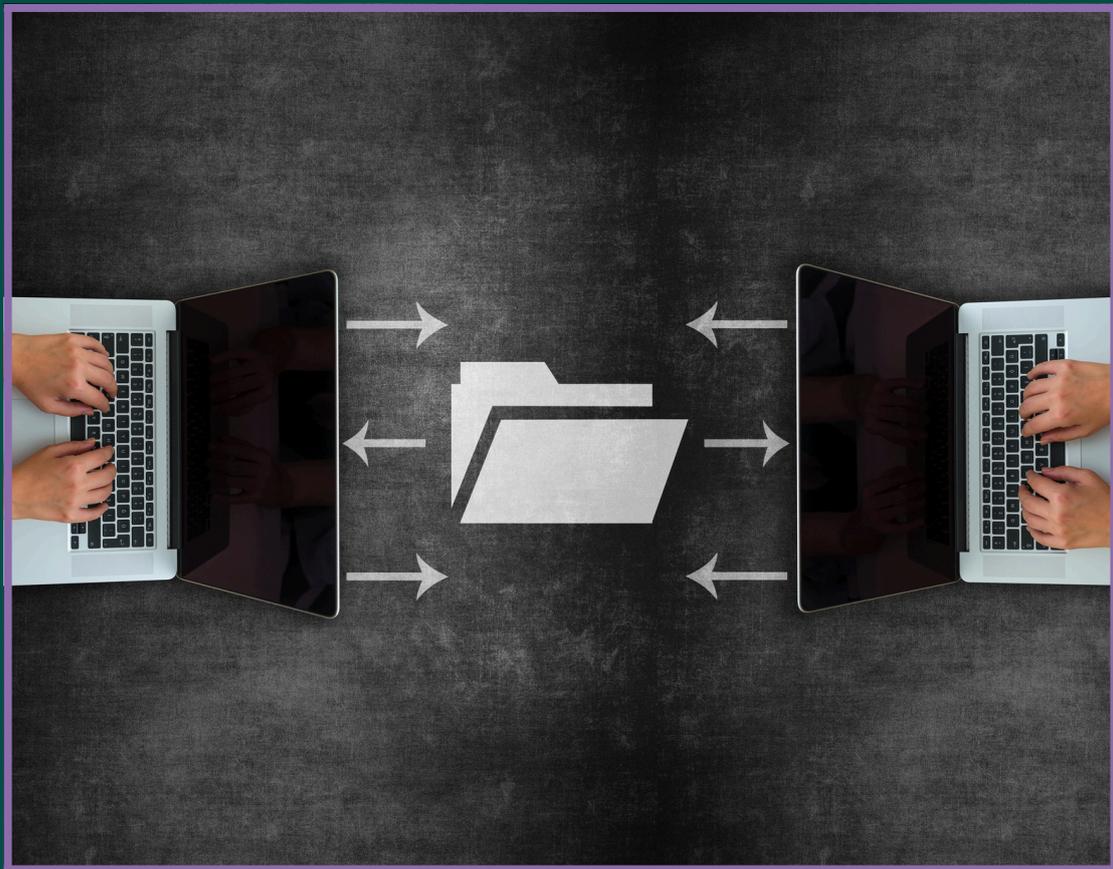


# SHARING EXTERNALLY SHAREPOINT/ONEDRIVE FILES FROM FILE EXPLORER



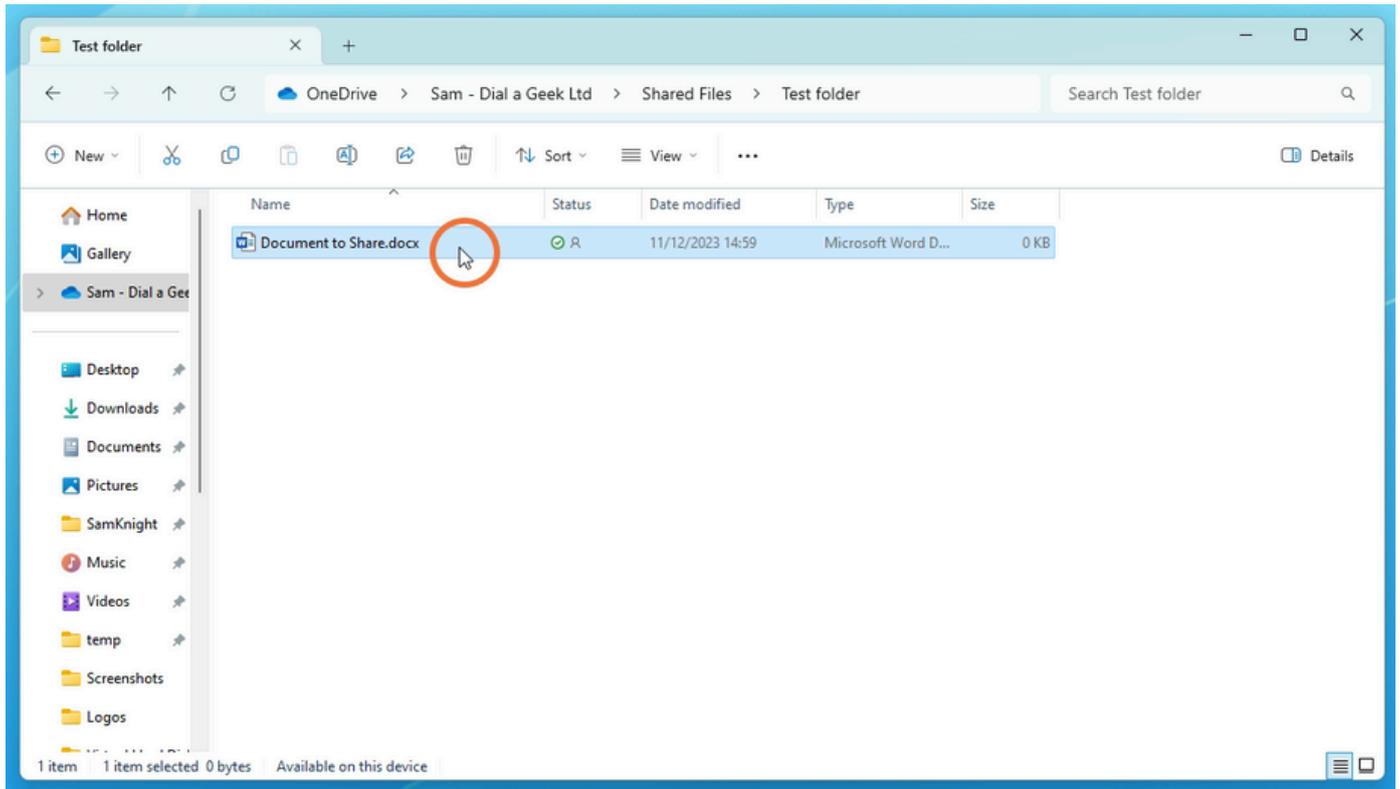
A SIMPLE GUIDE BY



Company reg no: 07550944  
VAT: GB 110 5614 54

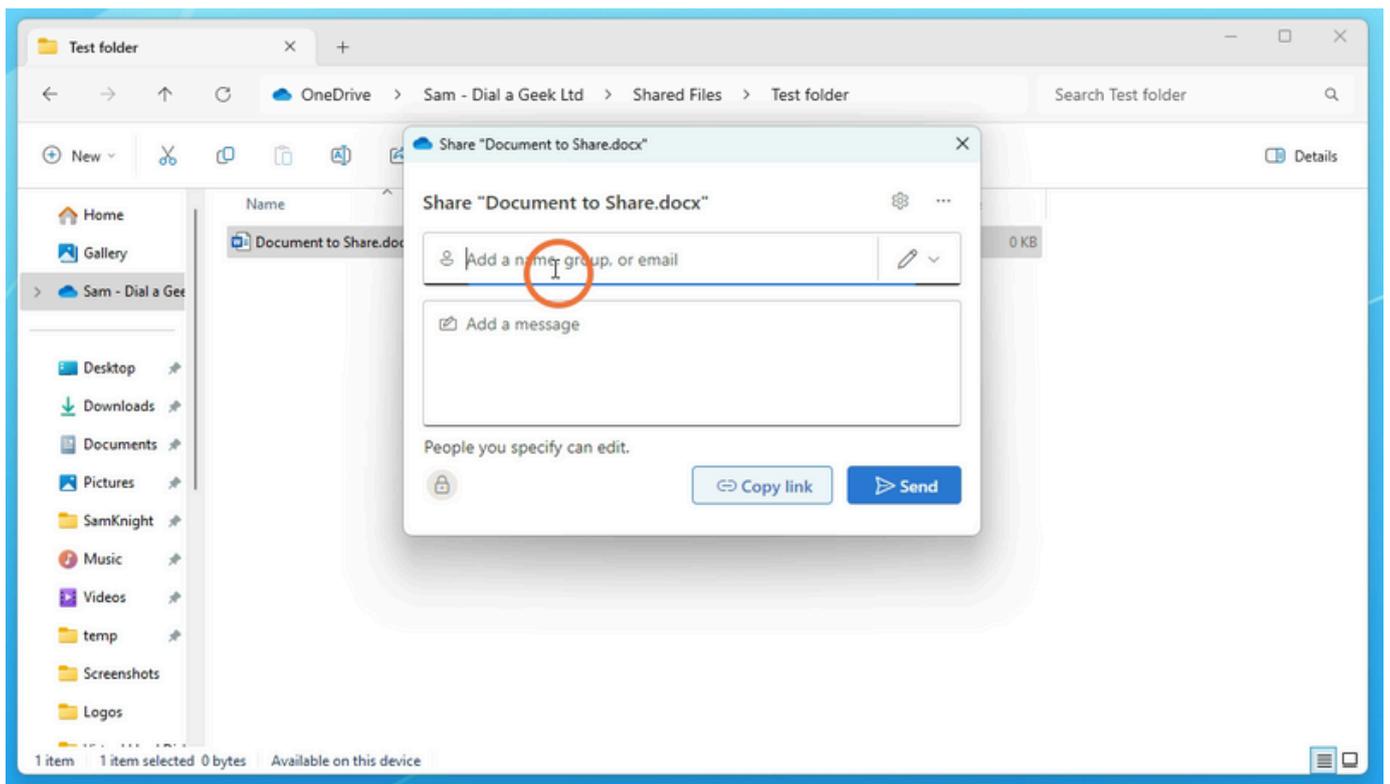
1

Right click on the file you want to share, then click 'share'.



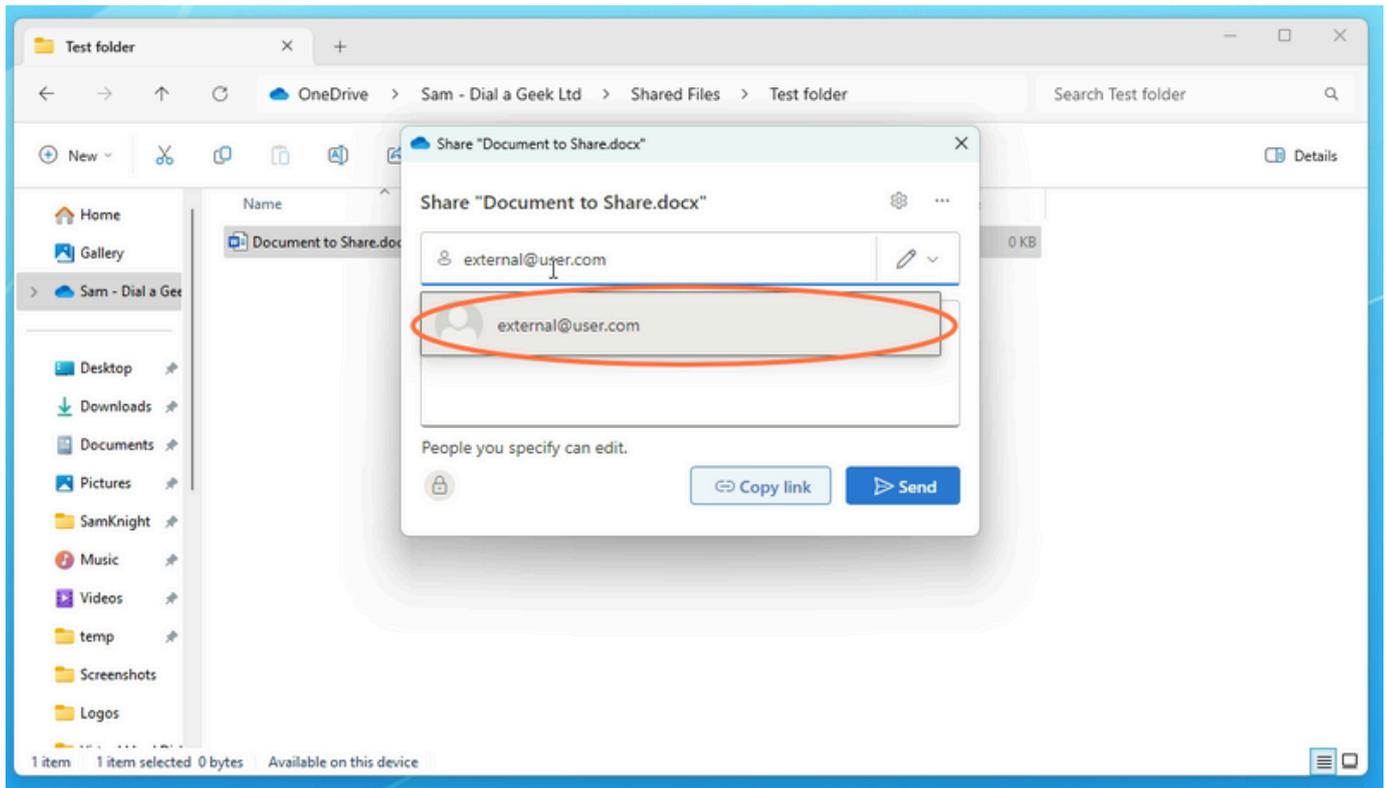
2

Start entering the email of the user you want to share with.



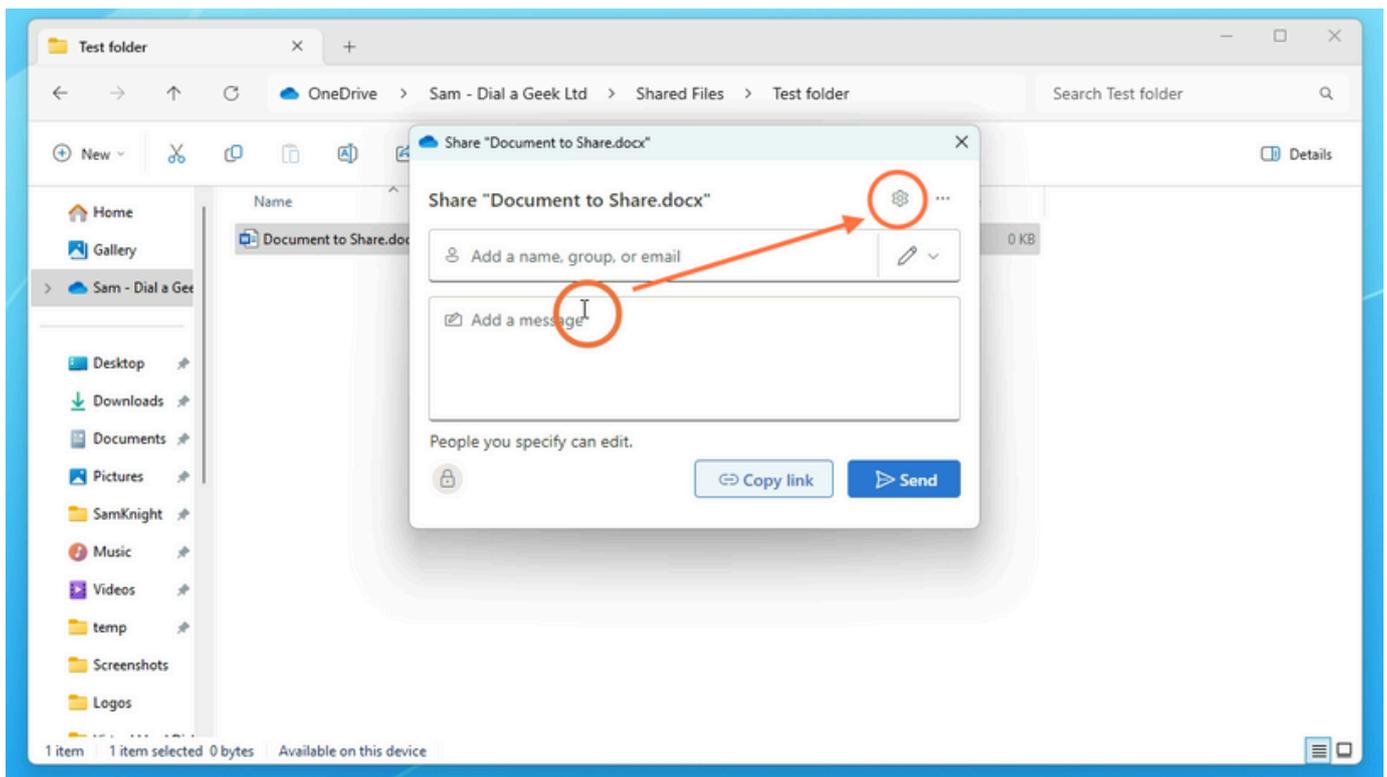
3

Enter the full email address of the user you want to share with and then select their name from the box below.



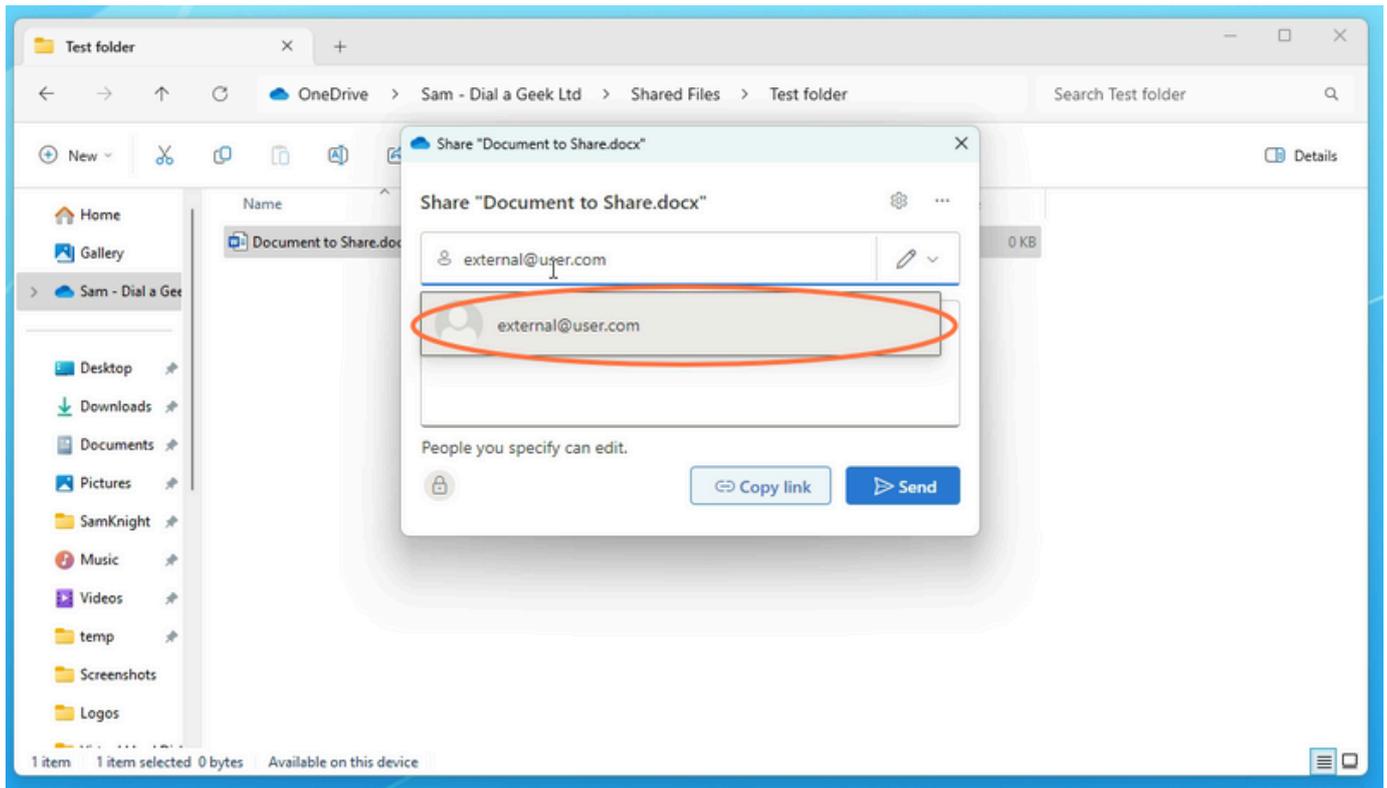
4

Click on the settings cog to change the permissions of the link.



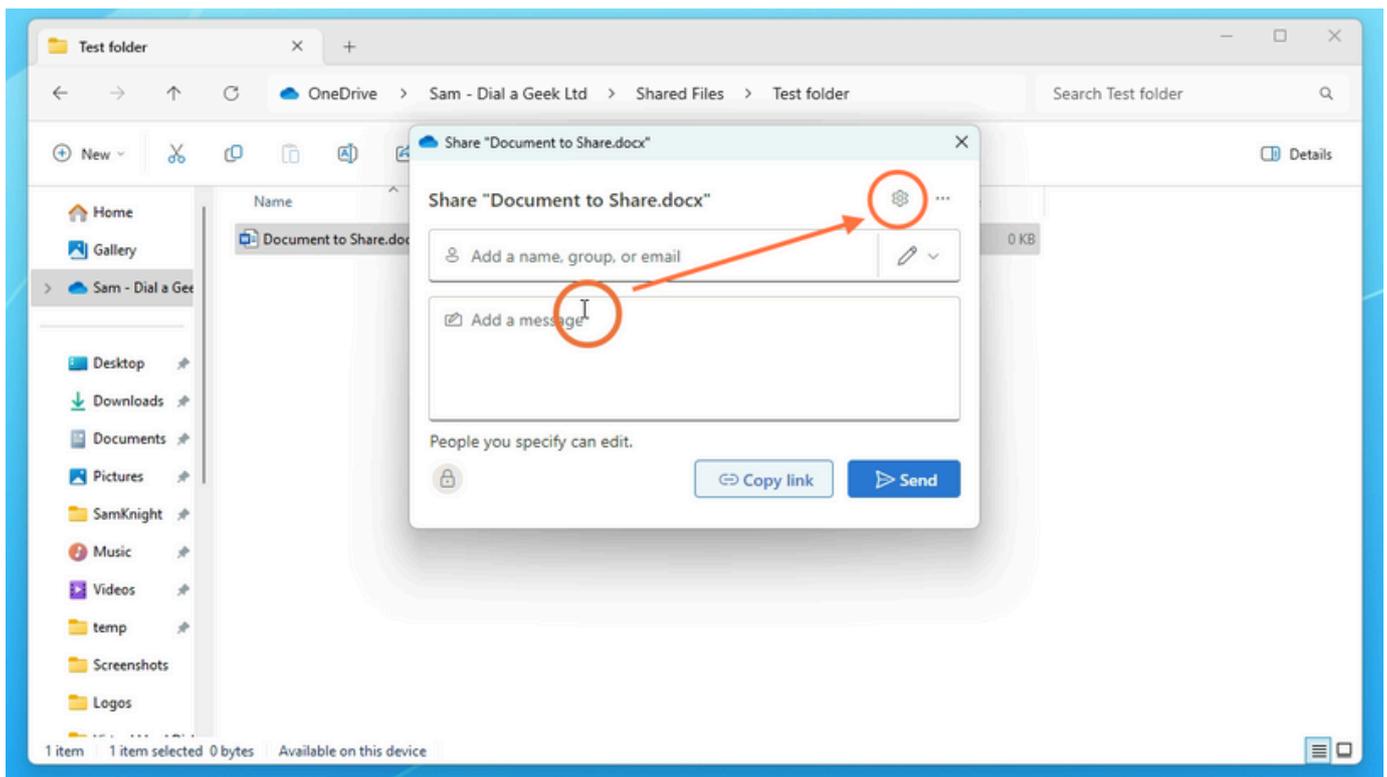
5

From here you can change the sharing permissions - change to edit if you want the user to be able to edit the files.



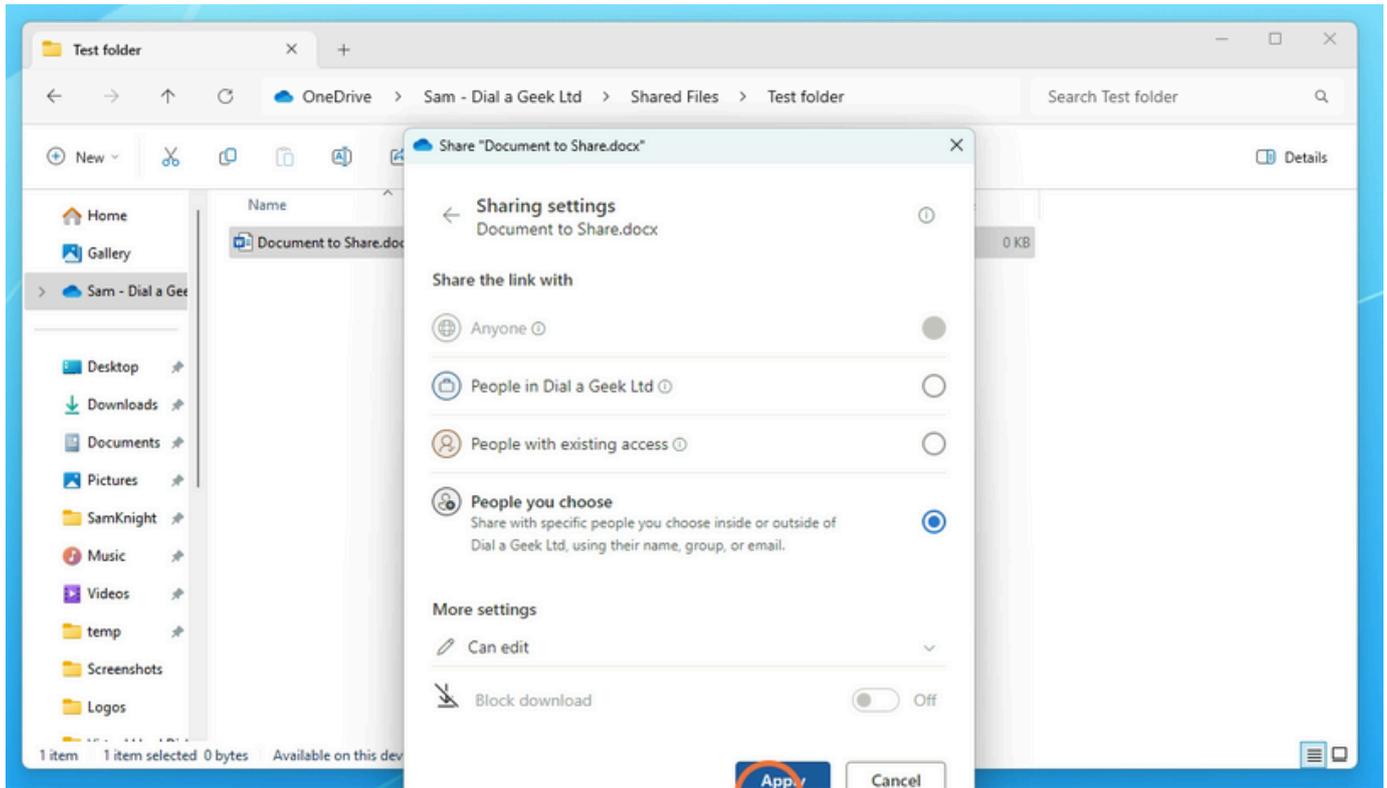
6

'Can Review' allows them to see the file and suggest edits without changing the document.



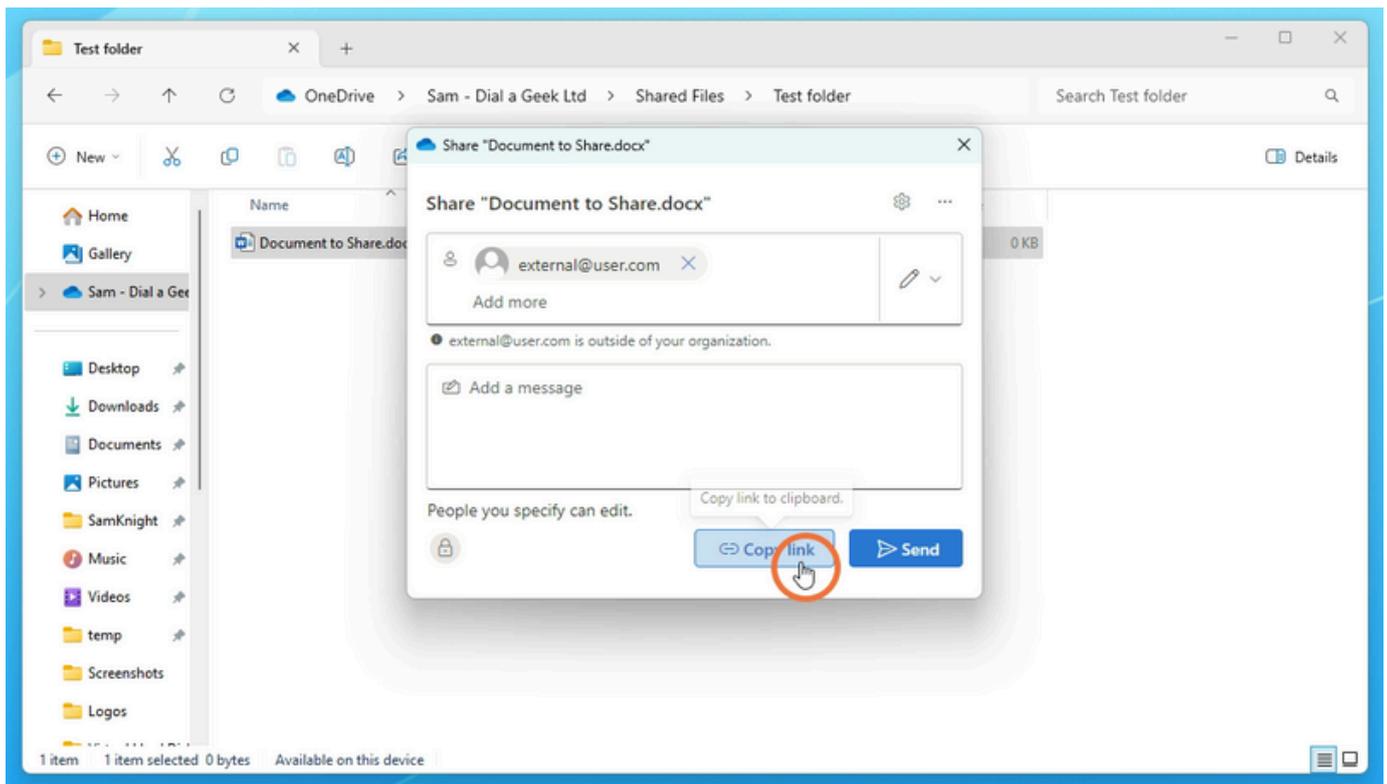
7

Click 'Apply'.



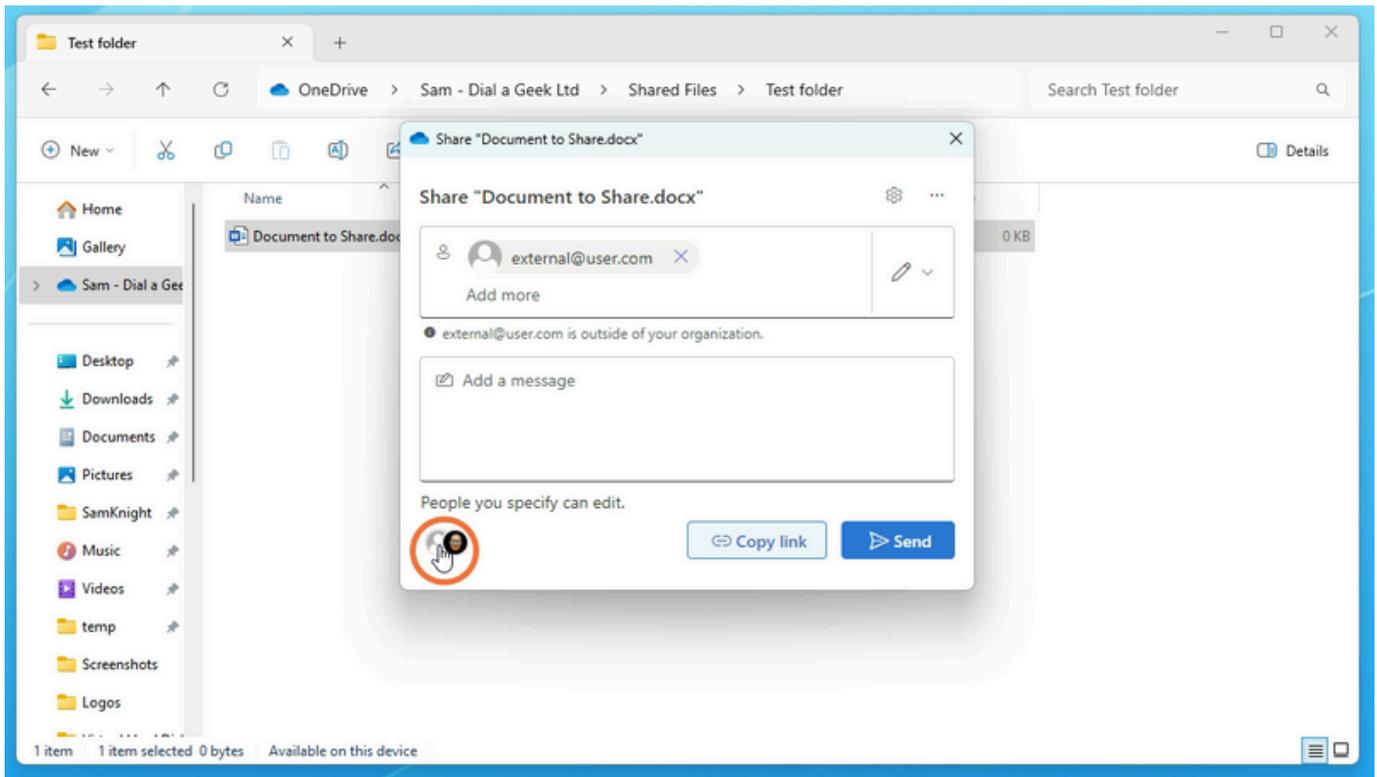
8

Click 'Copy link' and this can be added to an email to give the user access.



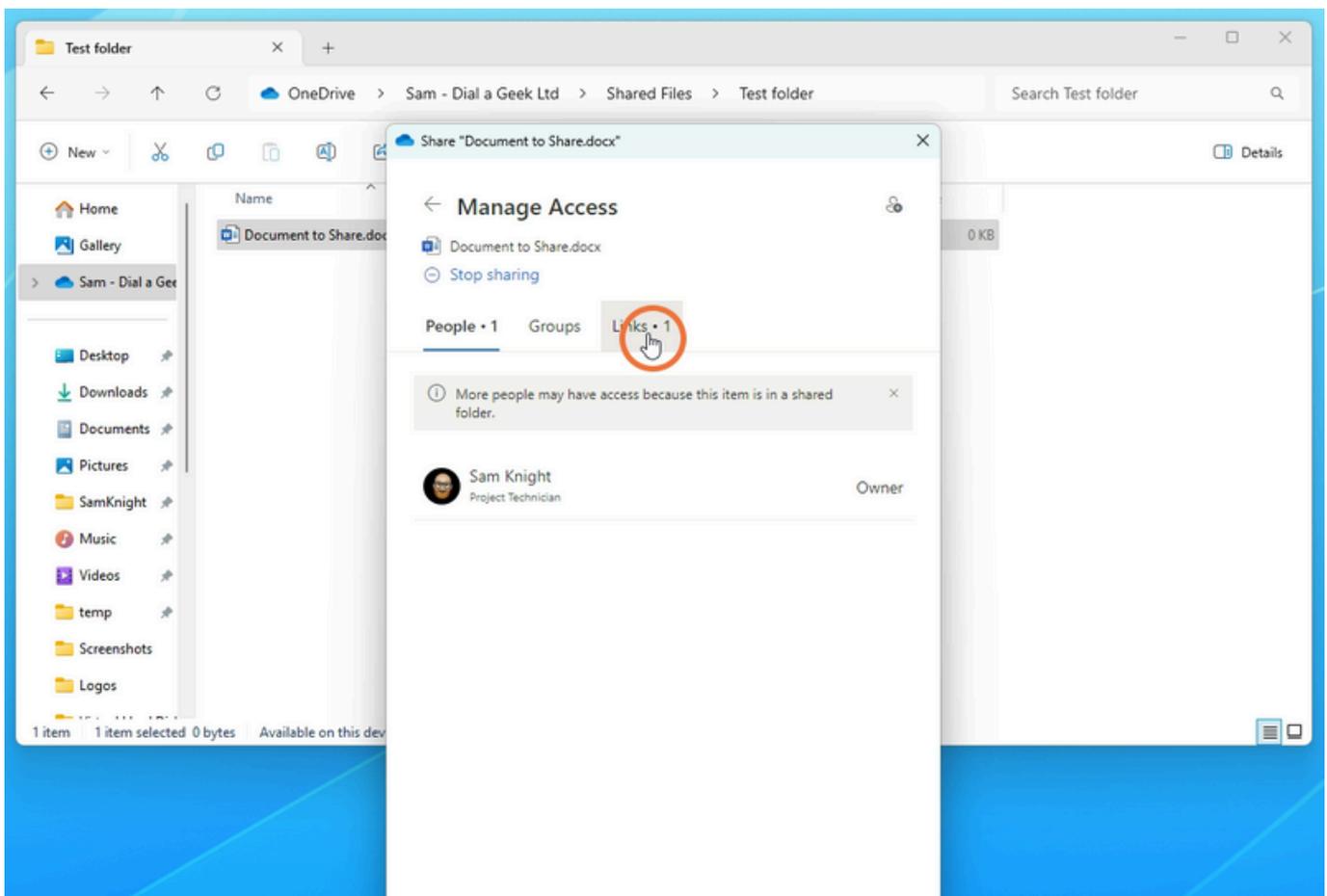
9

Once the file has been shared you can click on the icons in the bottom left to view the permissions.



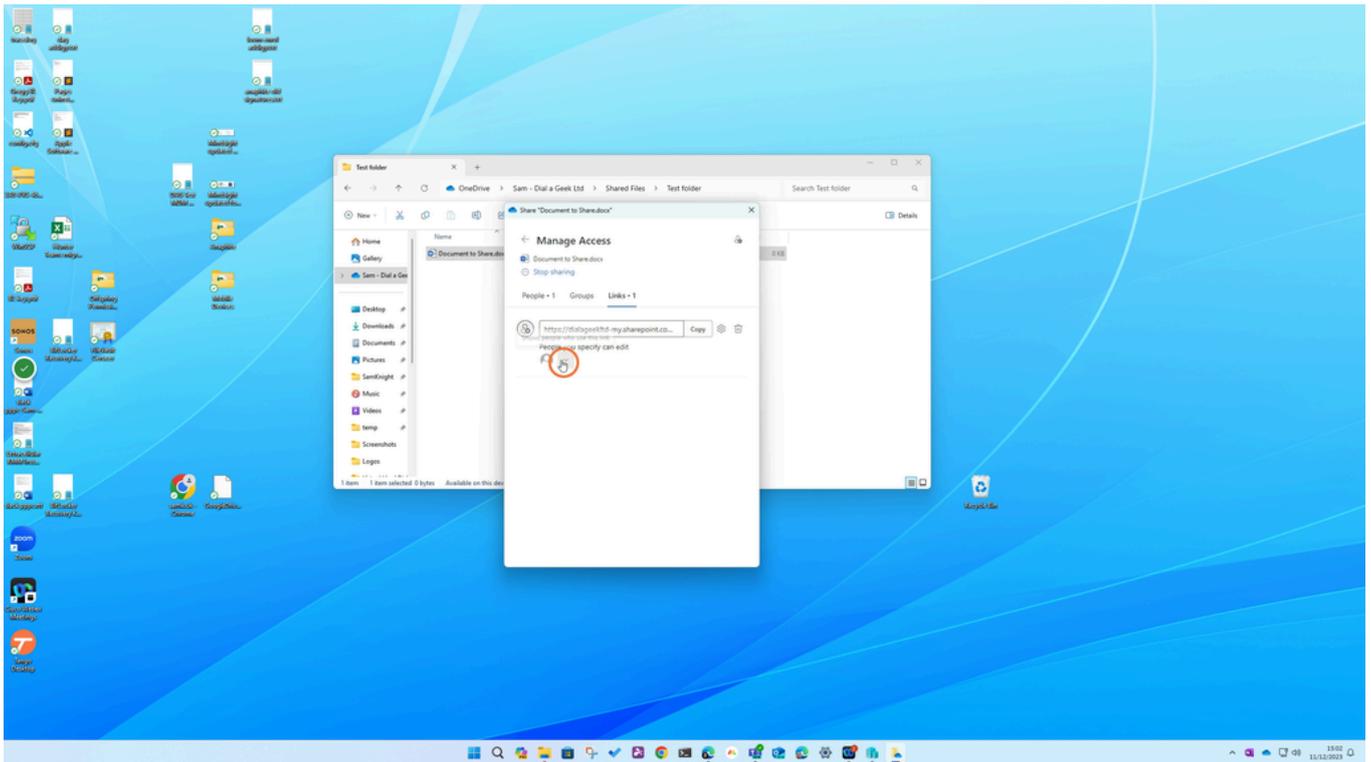
10

Click on 'Links'.



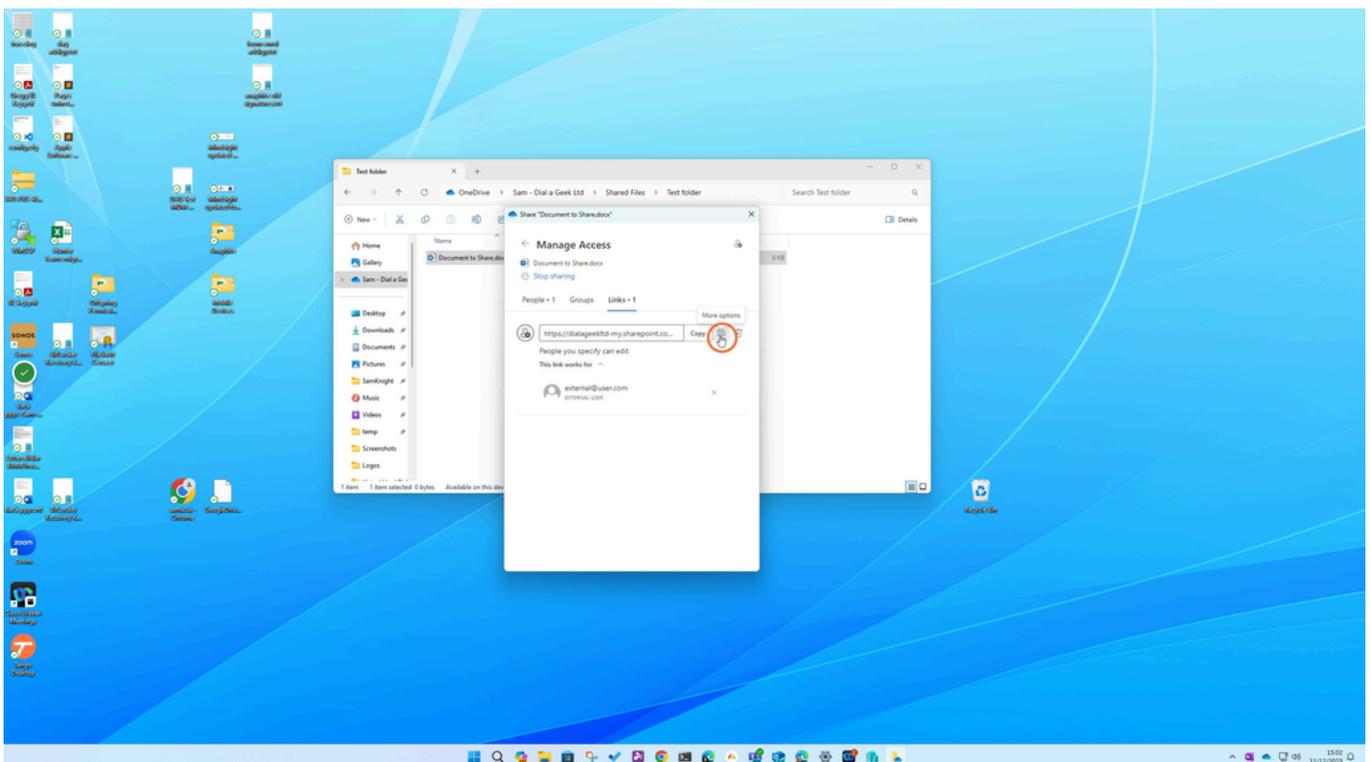
11

Click on the arrow next to the user's icons.



12

From here you can remove specific people from using the link.



We hope you found our guide helpful.

If you need any further help,  
get in touch!

[help@dialageek.co.uk](mailto:help@dialageek.co.uk)

0117 369 4335

[www.dialageek.co.uk](http://www.dialageek.co.uk)



DANIEL LEONARD  
Carbometrics



Dial A Geek's dedication is evident in every interaction, making them not just a service provider but a partner in our technological growth.



Company reg no: 07550944  
VAT: GB 110 5614 54