

Sharing a SharePoint Folder with an external person.

This guide explains how to share a SharePoint folder with an external person using email initiation. The recipient will log in using a one-time code.

1. Locate the Folder and Initiate Sharing

- Navigate to the SharePoint site where the folder is located (e.g <https://mycompany.sharepoint.com/sites/mysite>)
- Find the folder you wish to share and click "**Share this item with other people.**"

Note: The external person will only have access to this folder and its subfolders.

Share this item

2. Enter the External Person's Email Address

- Type in the email address of the external person(s) you wish to invite.

Enter email

3. Confirm the Invitation

- You will receive a warning prompt to confirm the invitation for the external person.

Note: Some organizations have policies that restrict external sharing. If you encounter issues, raise a ticket at support@safetynet-it.com.

Confirm invitation

4. Set Sharing Permissions

- Click the  to adjust permissions:
 - **Can Edit:** Allows the person to read and modify files.
 - **Can View:** Allows viewing and downloading files.
 - **Can't Download:** Allows viewing but prevents downloading copies.

Set permissions

5. Send the Invitation

- You can write an optional message before sending the invitation.
- Choose **Send an email** to notify the person or **Copy a link** to share manually.

Send invitation

6. Recipient Receives the Invitation

- The external person will receive an email with a link to access the shared folder.

Received email

7. One-Time Code Authentication

- The recipient will be prompted to request a **one-time code** sent to their email.

Request one-time code

8. Enter the Verification Code

- They will receive a code via email.
- They must enter the code into the prompt in their browser.

Enter verification code

9. Access Granted

- Once verified, they can access the folder.
- They can revisit the link anytime to access the shared files.

Access granted

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