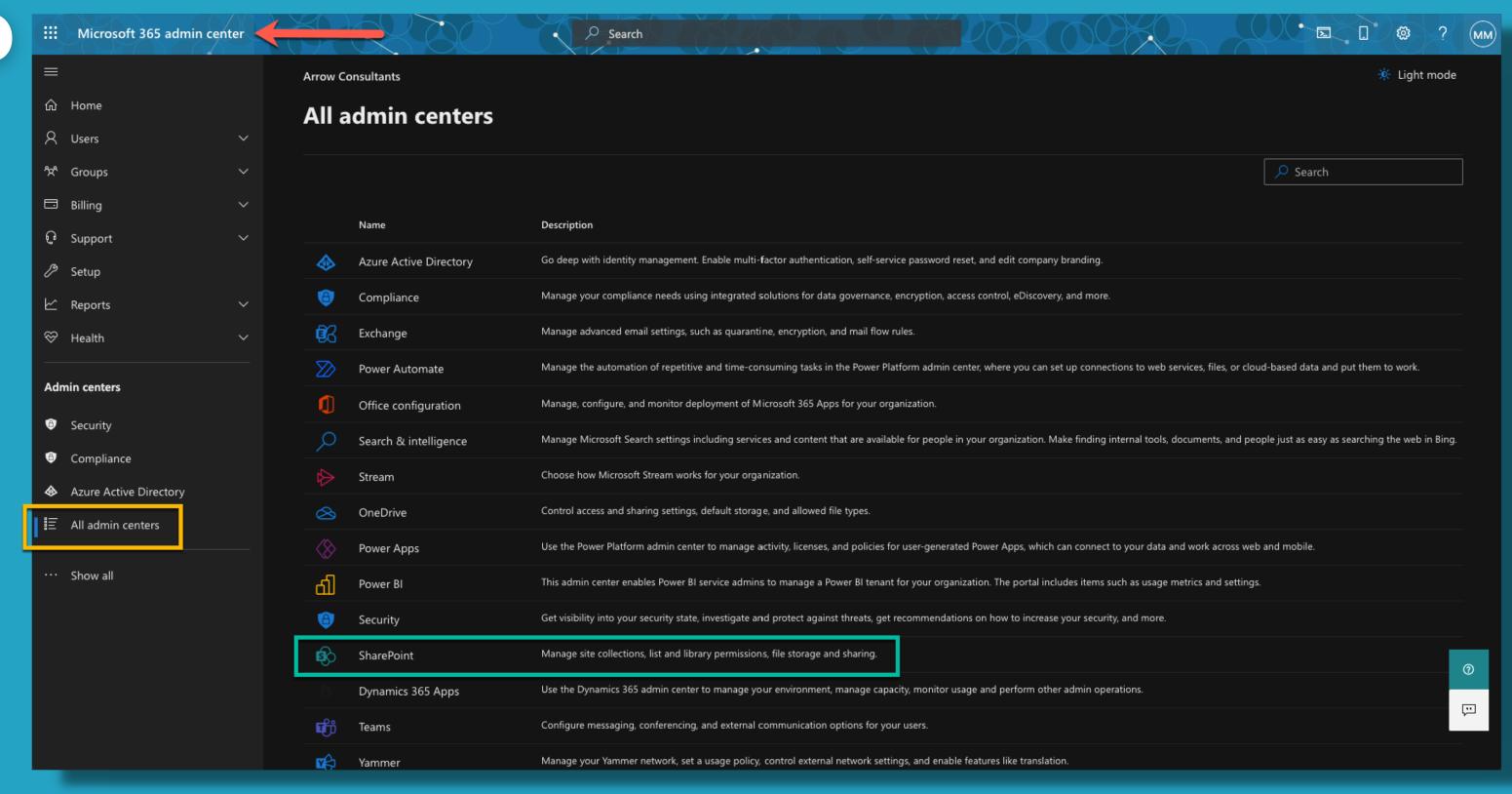
MICROSOFT 365 QUICK TUTORIAL

MANAGING SHAREPOINT EXTERNAL SHARING SETTINGS

Arrow Consultants, LLC

STEP

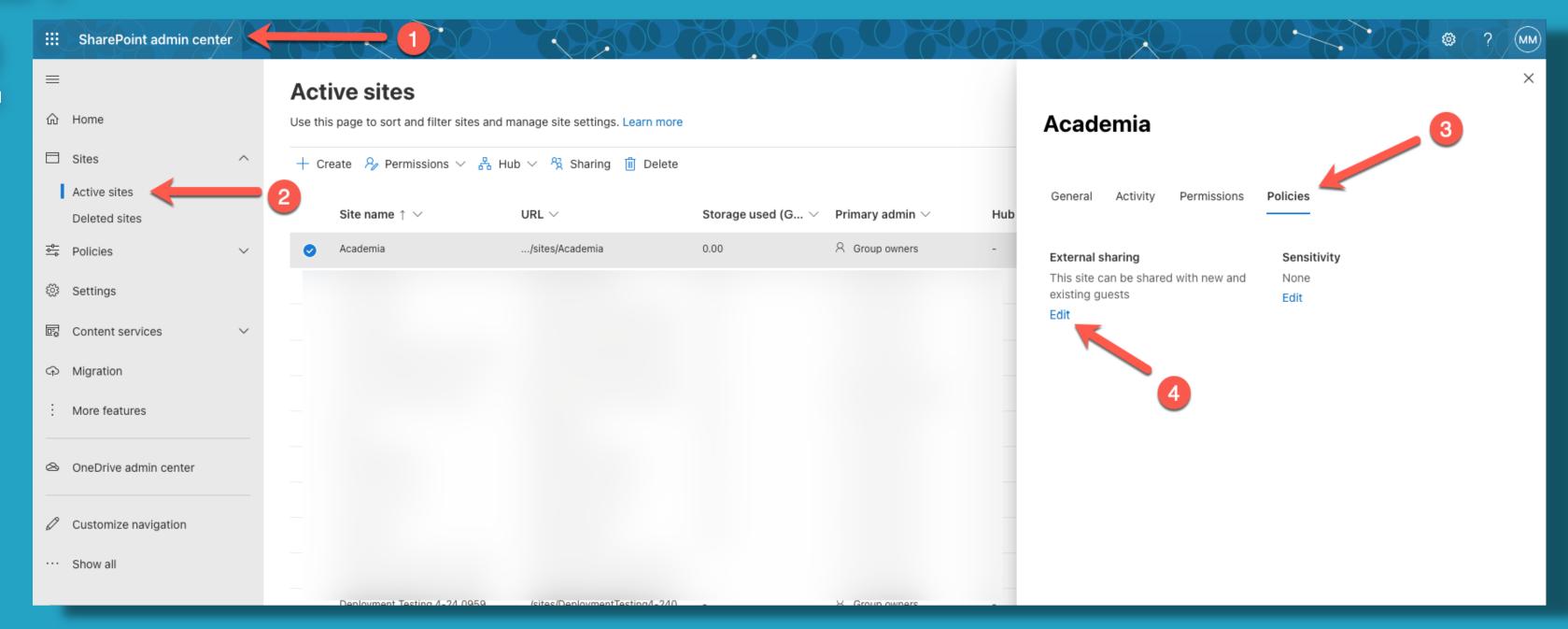




Navigate to your Admin Center, Click on All admin centers, and Click on SharePoint

STEP

2

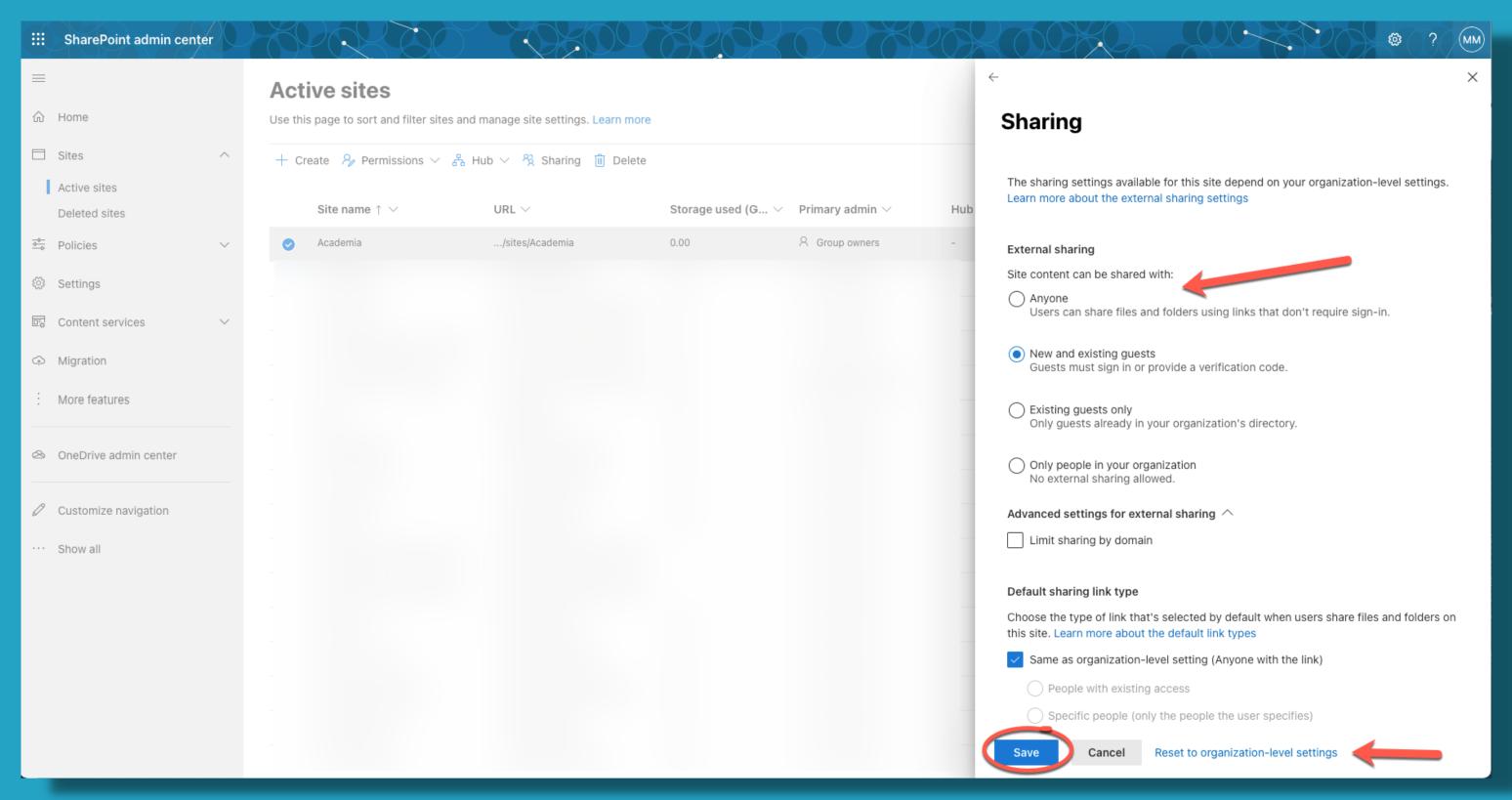




Click Sites, Choose the Site, Click Policies, and Click Edit External sharing

STEP

3





Change the External sharing, change any other necessary items, and Click Save

RULE OF THUMB

Remember to develop **S**tandard **O**perating **P**rocedures for External Sharing from your SharePoint Document Libraries.

Remember to share the External sharing SOP with your Team Members.

Example: Documents are externally shared with a 30-day active link and password.

MICROSOFT 365 QUICK TUTORIAL

WELL DONE!



Need to make an appointment?



Misty Murray

Owner, Creator, and Trainer

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Misty Murray

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