

**MICROSOFT 365 QUICK TUTORIAL**

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**MANAGING  
SHAREPOINT EXTERNAL  
SHARING SETTINGS**

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Arrow Consultants, LLC

# STEP 1

Microsoft 365 admin center

Search

Light mode

Arrow Consultants

### All admin centers

Search

Name	Description
Azure Active Directory	Go deep with identity management. Enable multi-factor authentication, self-service password reset, and edit company branding.
Compliance	Manage your compliance needs using integrated solutions for data governance, encryption, access control, eDiscovery, and more.
Exchange	Manage advanced email settings, such as quarantine, encryption, and mail flow rules.
Power Automate	Manage the automation of repetitive and time-consuming tasks in the Power Platform admin center, where you can set up connections to web services, files, or cloud-based data and put them to work.
Office configuration	Manage, configure, and monitor deployment of Microsoft 365 Apps for your organization.
Search & intelligence	Manage Microsoft Search settings including services and content that are available for people in your organization. Make finding internal tools, documents, and people just as easy as searching the web in Bing.
Stream	Choose how Microsoft Stream works for your organization.
OneDrive	Control access and sharing settings, default storage, and allowed file types.
Power Apps	Use the Power Platform admin center to manage activity, licenses, and policies for user-generated Power Apps, which can connect to your data and work across web and mobile.
Power BI	This admin center enables Power BI service admins to manage a Power BI tenant for your organization. The portal includes items such as usage metrics and settings.
Security	Get visibility into your security state, investigate and protect against threats, get recommendations on how to increase your security, and more.
SharePoint	Manage site collections, list and library permissions, file storage and sharing.
Dynamics 365 Apps	Use the Dynamics 365 admin center to manage your environment, manage capacity, monitor usage and perform other admin operations.
Teams	Configure messaging, conferencing, and external communication options for your users.
Yammer	Manage your Yammer network, set a usage policy, control external network settings, and enable features like translation.



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

# STEP

## 2

The screenshot shows the SharePoint admin center interface. The left sidebar contains navigation options: Home, Sites, Active sites, Deleted sites, Policies, Settings, Content services, Migration, More features, OneDrive admin center, Customize navigation, and Show all. The main content area is titled 'Active sites' and contains a table of sites. The 'Academia' site is selected. The 'Policies' tab is active, showing 'External sharing' settings. The 'Edit' link under 'External sharing' is highlighted.

**SharePoint admin center**

**Active sites**

Use this page to sort and filter sites and manage site settings. [Learn more](#)

[+ Create](#) [Permissions](#) [Hub](#) [Sharing](#) [Delete](#)

Site name	URL	Storage used (G...)	Primary admin	Hub
Academia	.../sites/Academia	0.00	Group owners	-

**Academia**

General Activity Permissions **Policies**

**External sharing**

This site can be shared with new and existing guests

[Edit](#)

**Sensitivity**

None

[Edit](#)



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



# STEP 3

**SharePoint admin center**

### Active sites

Use this page to sort and filter sites and manage site settings. [Learn more](#)

[+ Create](#) [Permissions](#) [Hub](#) [Sharing](#) [Delete](#)

Site name ↑	URL ↓	Storage used (G... ↓	Primary admin ↓	Hub
Academia	.../sites/Academia	0.00	Group owners	-

### Sharing

The sharing settings available for this site depend on your organization-level settings. [Learn more about the external sharing settings](#)

#### External sharing

Site content can be shared with:

- ☐ Anyone  
Users can share files and folders using links that don't require sign-in.
- ☒ New and existing guests  
Guests must sign in or provide a verification code.
- ☐ Existing guests only  
Only guests already in your organization's directory.
- ☐ Only people in your organization  
No external sharing allowed.

#### Advanced settings for external sharing ^

- ☐ Limit sharing by domain

#### Default sharing link type

Choose the type of link that's selected by default when users share files and folders on this site. [Learn more about the default link types](#)

- ☒ Same as organization-level setting (Anyone with the link)
- ☐ People with existing access
- ☐ Specific people (only the people the user specifies)

**Save** **Cancel** [Reset to organization-level settings](#)



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

# RULE OF THUMB

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Remember to develop **Standard Operating Procedures** 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.*

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WELL DONE!

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*Great Job*



# Need to make an appointment?

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**Misty Murray**

Your Creator & Trainer