

# Configuring External Sharing

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# Overview



Overview of external sharing in  
SharePoint Online

Configuring external sharing settings at  
the tenant level

Configuring external sharing at the Site  
Collection level

Scenarios



# Overview of External Sharing in SharePoint Online

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# External Sharing Overview



**SharePoint online allows you to share artifacts with users outside your organization**

- Complete site
- List or library
- Specific document

**Sharing is done differently depending on what you want to share**



# Types of External Users

## Authenticated external users

**Users that need to prove ownership of an e-mail address in order to access a resource**

**Can be added to :**

- **Sites**
- **Libraries**
- **Lists**
- **Documents**
- **Items**
- **Folders**

## Anonymous users

**Users that do not need to authenticate to access a resource.**

**Sharing is done via a link**

**Can be given access to:**

- **Documents**
- **Folders (in document libraries only)**



# Types of Links

Multiple types of sharing depending on requirements

- Anyone
- People in my organization
- Specific people



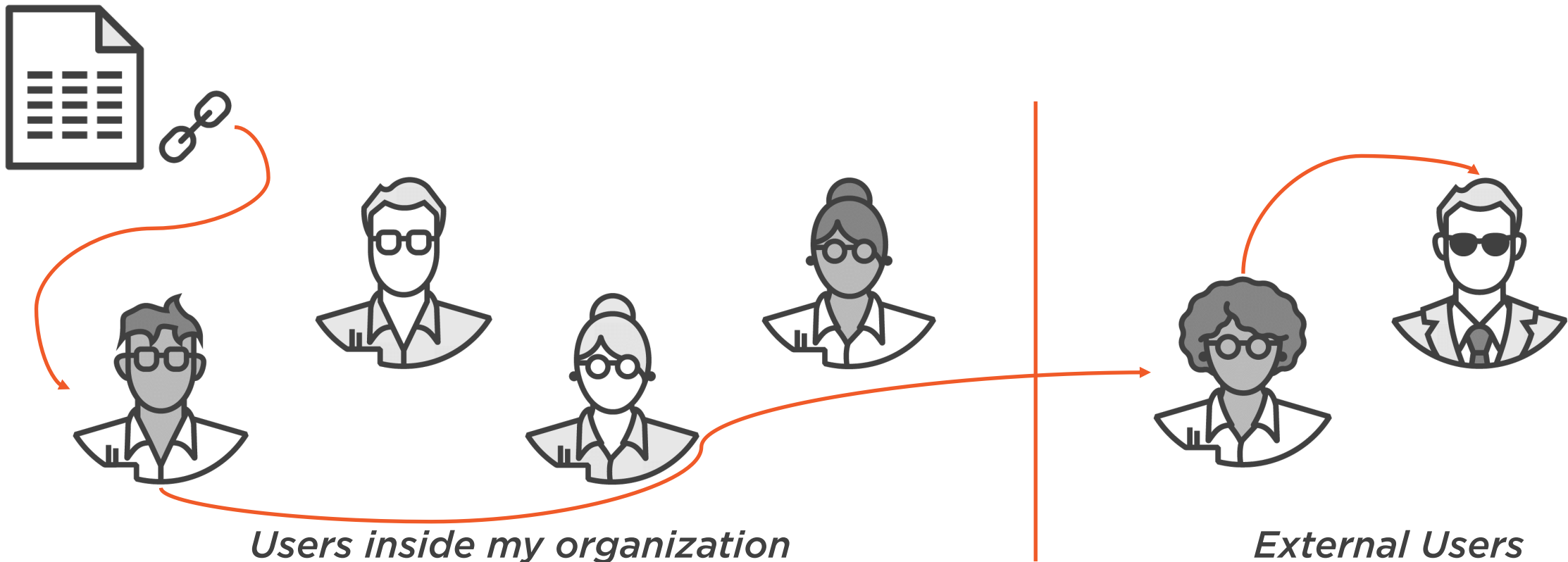
# Anyone Link

A *transferrable*, *revocable* secret key

Can be forwarded to others

Access can be revoked any time

Users need the link to gain access



# People In My Organization

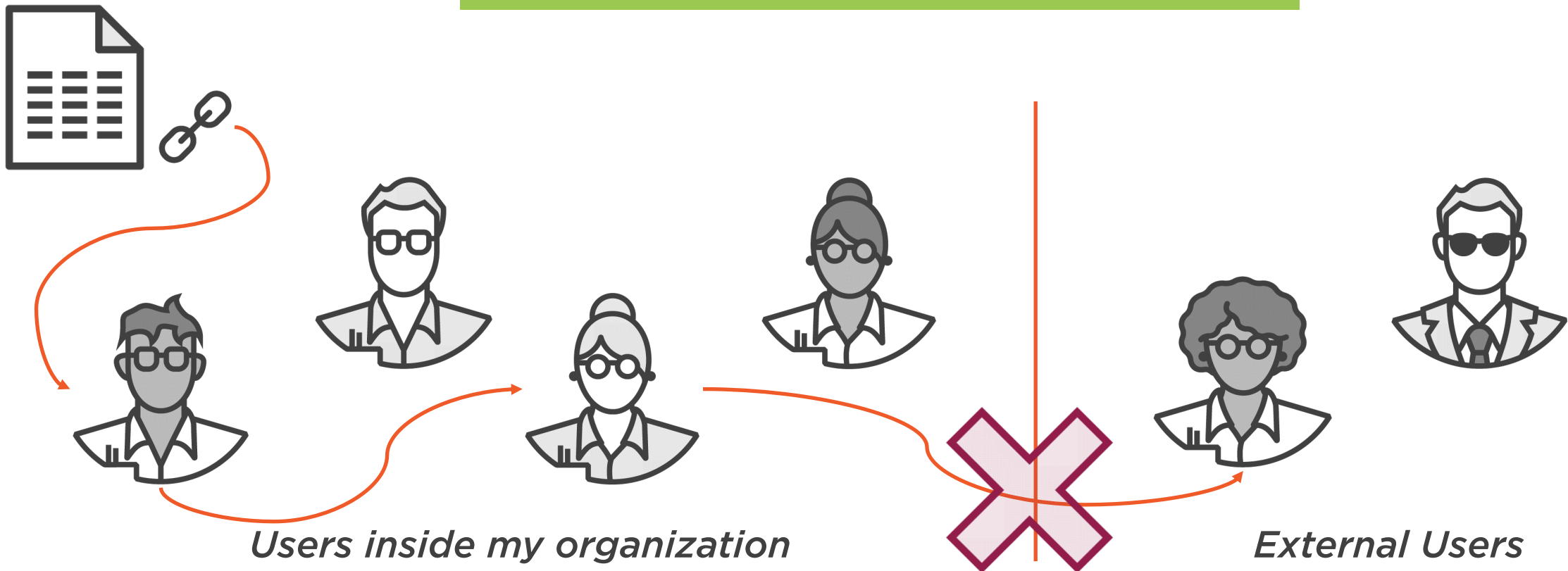
A *transferrable*, *revocable* secret key

Can be forwarded to others

Access can be revoked any time

Users need the link to gain access

Only grants access to internal users





# Specific People

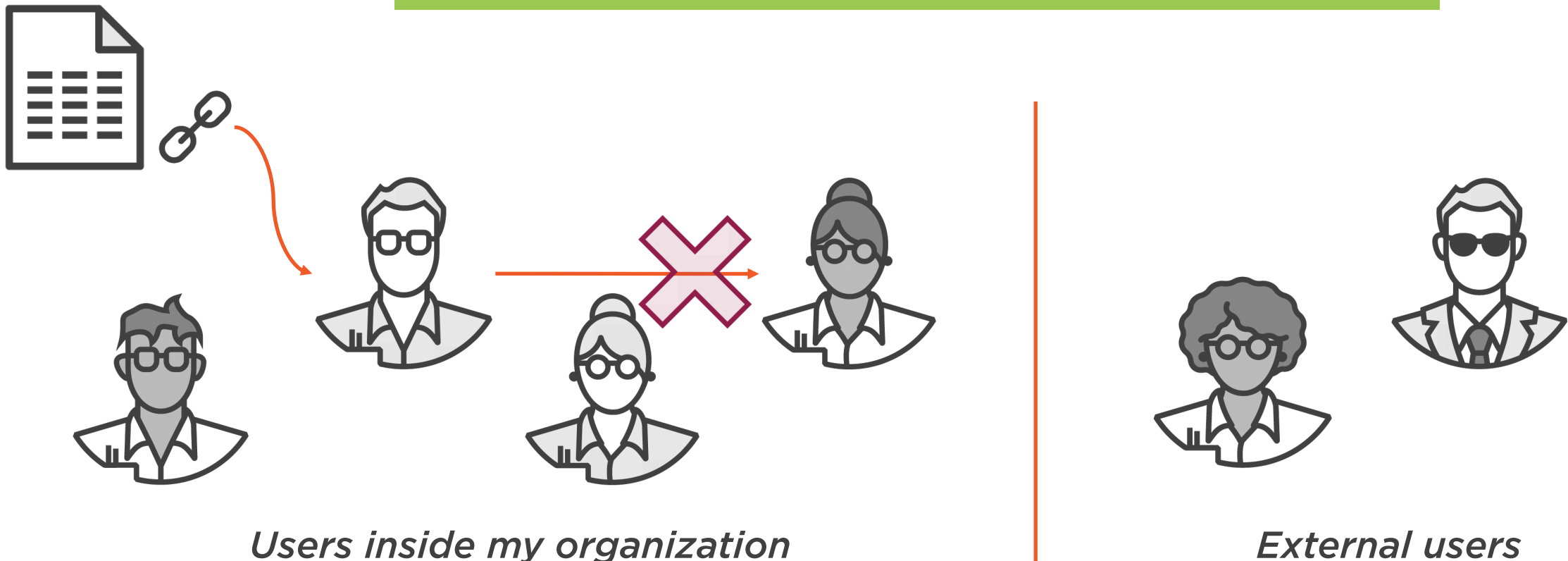
A *non-transferrable*, *revocable* secret key

Won't work if forwarded to others

Access can be revoked any time

Users need the link to gain access

Only grants access to the specified recipient



# External User Licensing

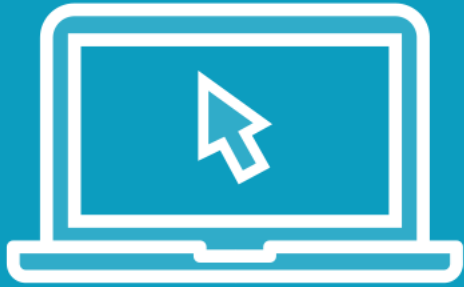


**There is no cost for inviting external user in Office 365**

**Users can read/create/update/delete documents using Office Online**

**External users cannot install desktop version of Office 365**

# Demo



## External sharing in SharePoint Online



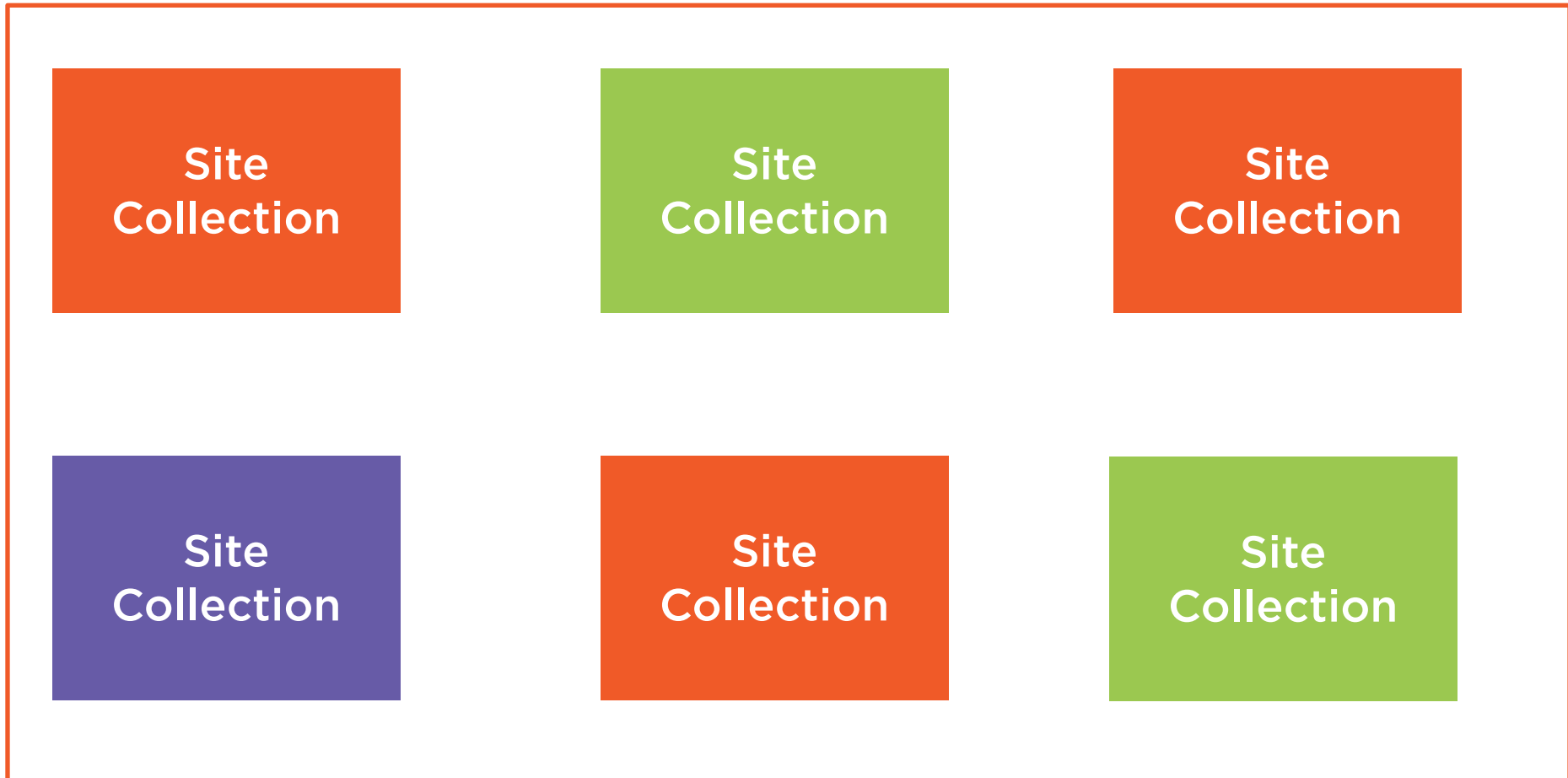
# Where Can We Control Settings

## Tenant Level



# Where Can We Control Settings

## Tenant Level



# What Type of Controls Can We Configure?



## What is the maximum level of sharing?

- Internal Only
- External Authenticated
- Existing External users
- Anonymous

## Limit External sharing by domain

## Who can share links?

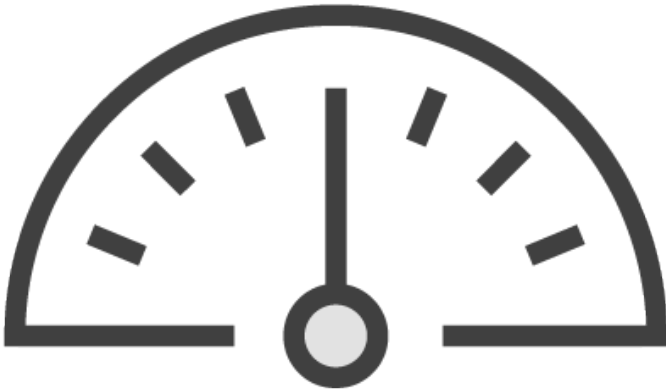
## & More

# Configuring External Sharing Settings at the Tenant Level

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# What Is the Most Permissive Level Users Can Share To



## **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 guests already in your organization's directory

## **Only people in your organization**

- No external sharing allowed



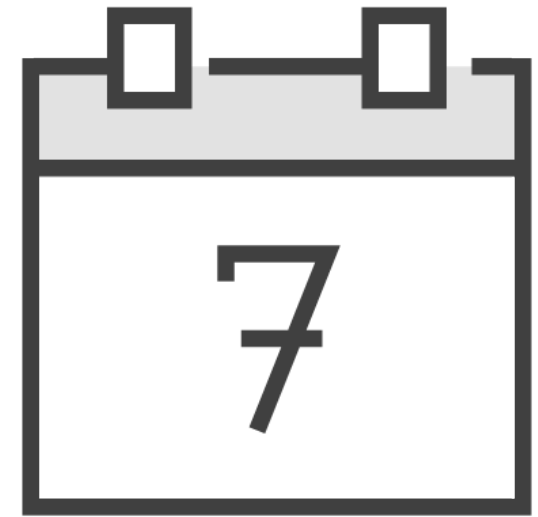
# Anonymous Access Links Expiration & Permissions

## Maximum length until an anonymous link expires

- Ex: 7 days

## Set maximum permissions for anonymous links

- Files
  - View
  - View and edit
- Folders
  - View
  - View, edit, and upload



# Who Can Share Outside Your Organization



**You can further secure which users can share externally at two different levels**

- Let only users in selected security groups share with authenticated external users
- Let only users in selected security groups share with authenticated external users and using anonymous links

**You can then plan governance / training before users are allowed to share**



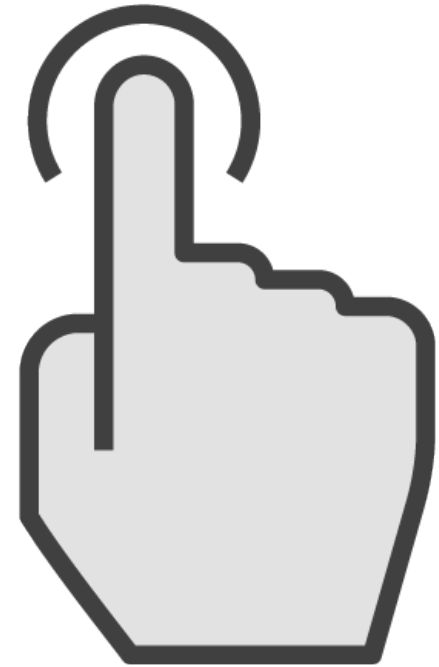
# Default Link Type

**The type of link that is created by default when users get a link**

- Direct - specific people
- Internal - only people in your organization
- Anonymous Access - anyone with the link

**Default link permission**

- View
- Edit



# Limit Sharing by Domain



## Allow only specific domains

- Only allow users to share with your known partners

## Block specific domains

- Allow every domain except the ones in the list
- Ex: hotmail.com , outlook.com, etc

**These limitations will not apply when users share files and folders using "Anyone" links**

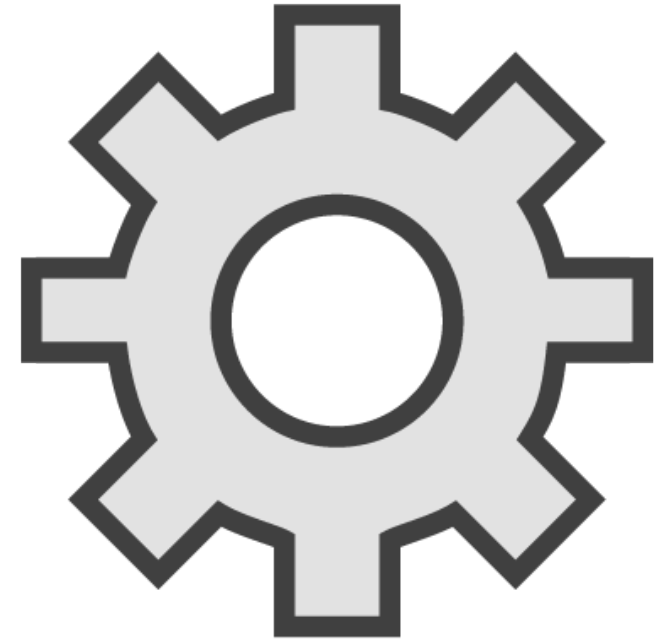
# Additional Settings

Prevent external users from sharing files, folders, and sites that they don't own

External users must accept sharing invitations using the same account that the invitations were sent to

Require recipients to continually prove account ownership when they access shared items

Customized external sharing policy URL



# Notifications



## **Bcc external sharing invitations**

- Copy an e-mail address on all external invitation requests

# Demo



Configuring external sharing settings at the Tenant level



# Configuring External Sharing at the Site Collection Level

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# Configuring Site Collection External Sharing



**Allows you to customize permissions at the site collection level**

- Most settings need to be equal or more restrictive than tenant level

# Site Collection Sharing Settings

## What is the most permissive level users can share to

- Anyone
- New and existing guests
- Existing guests
- Only people in your organization

## Default link type

## Default link permissions

## Limit external sharing by domain

## Preventing non-owners to invite new users

## Anonymous link expiration



# Demo



Configuring external sharing at the Site Collection level



# Scenarios

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# Scenario One

At Globomantics, we want to allow every user that went through the required training to share externally with authenticated external users, without any IT approval or involvement



# Settings

## Tenant settings

**Allow users to invite and share with authenticated external users**

**Let only users in selected security groups share with authenticated external users**

## Site Collection settings

**No Site Collection-specific settings**



## Scenario Two

At Globomantics we want to make sure that every department has the flexibility they need. We have a specific SharePoint site for each partner , to which only that partner has access. Furthermore, marketing needs to be able to share documents without any authentication required as well as add different contributors to the site without IT approval



# Settings

## Tenant settings

**Allow sharing to authenticated external users and using anonymous access links**

## Site Collection settings

### **For each partner SharePoint Site**

- Allow users to invite and share with authenticated external users
- Limit Sharing by Domain





# Conclusion



## Overview of external sharing in SharePoint Online

- Authenticated external users
- Anonymous users
- Different types of links

## Configuring external sharing settings at the tenant level

## Configuring external sharing at the Site Collection level

- More restrictive permissions

## Scenarios

