

How do I get started with External Sharing for SharePoint Online?

External sharing will need to be enabled for your site collection. If it is already enabled, skip to page 2. Please see this document for an explanation of External Sharing: [What is External Sharing?](#)

1. To have external sharing enabled the site collection administrator will need to submit a Request Support LanDesk ticket with DII. The ticket should include the URL for the site collection.
 - a. The only option that will be enabled for sharing with External Users is “Sharing requiring sign in to your site”.
 - b. External users you wish to share with will need a Microsoft Windows Live ID or an O365 [work or school account](#).
2. Once external sharing has been enabled, site users can send sharing invitations for the site or individual documents to users with a Microsoft Live Account.

Instructions for users you wish to invite to create a Microsoft Windows Live account (If they don't currently have one):

http://dii.vermont.gov/sites/dii/files/PDF/Support/SP-External-SP-user_instructions.pdf

NOTE: You will need to obtain the Windows Live ID or existing O365 work or school account email address from the external users in order to share site documents/folders with them.

[Share your site requiring sign in with an external user](#)

[Share a document requiring sign in to your site](#)

[See who has access to a specific site or document](#)

[Revoke user access to a site](#)

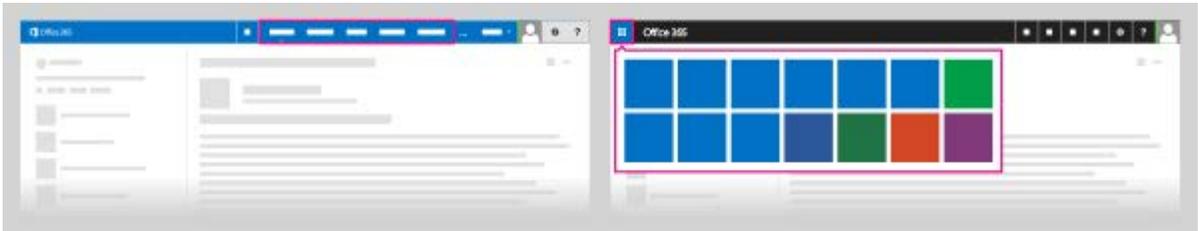
PLEASE NOTE: Management of External Users for SharePoint Online is the responsibility of the Department/Agency Site Collection Administrators. You should review access granted regularly to validate that external users added still require access to your site/documents. ([See who has access to a specific site or document](#))

A policy with best practices and guidelines will be forthcoming in the very near future to provide guidance.

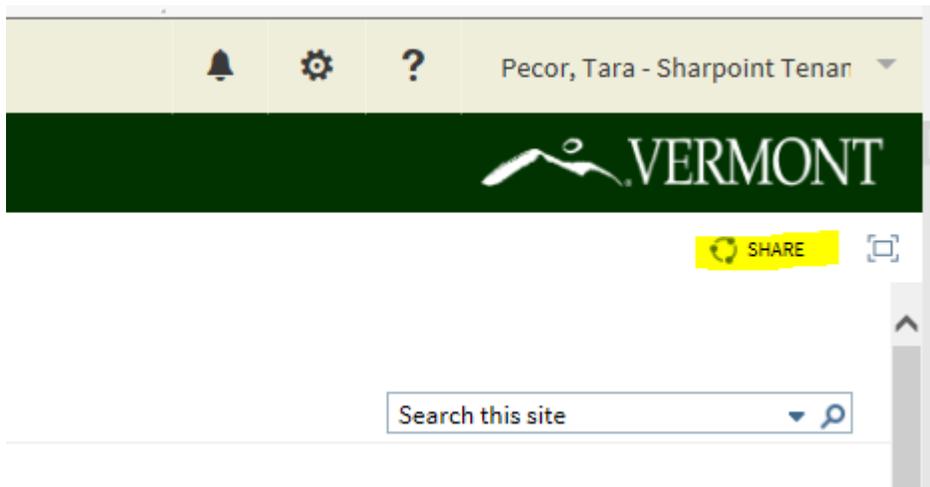
Share your site requiring sign in with an external user

You must be a Site Owner or have full control permissions to share a document with external users

1. Sign in to Office 365 with your work or school account.
2. At the top of the page, click the app launcher , and then click **Sites**.



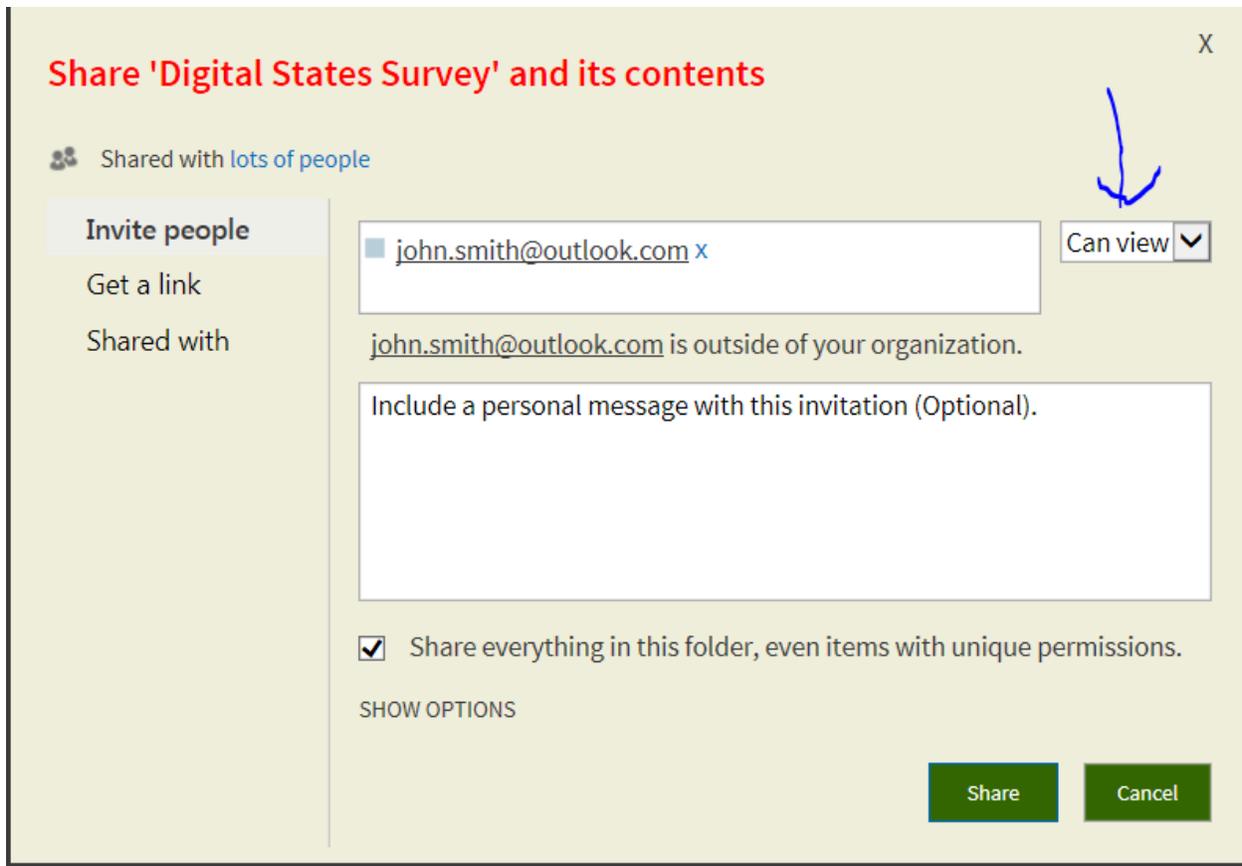
To send a site sharing invitation, logon to the site you want to share and click share in the upper right corner of the screen.



When the share dialog box comes up enter the Microsoft live account and click share.

For example: someone@outlook.com

(Example below is with a personal Windows Live account)

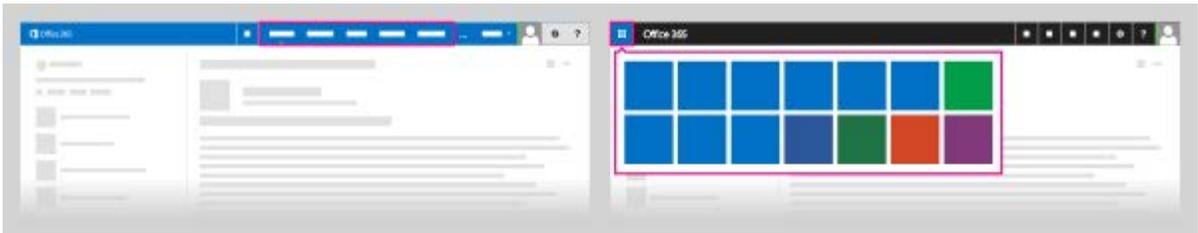


3. In the drop-down list, select the permission level you'd like to grant these users: **Can edit** or **Can view**. (You may have a group within your site for external users allowing view only or edit rights)
4. If you want, type a message to be included with the email. The message might include information or instructions about the document you've shared.
5. Click **Show Options**.
6. Check **Require sign-in**. (this option may not be available as sign is required)
7. Click **Send an email invitation**.
8. Click **Share**.

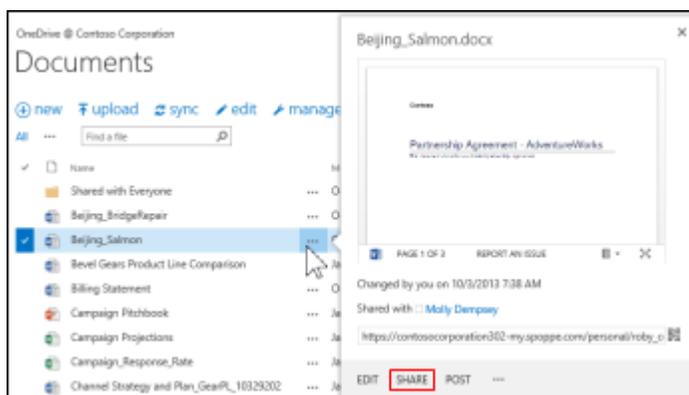
Share a document/folder requiring sign in to your site

You must be a Site Owner or have full control permissions to share a document with external users

3. Sign in to Office 365 with your work or school account.
4. At the top of the page, click the app launcher , and then click **Sites**.



9. Navigate to the site and document you want to share.
10. Click the ellipses (...) next to the document or folder, and then click **Share**.



11. Click **Invite people** if it's not already selected, and then type the email addresses of people you're inviting to share the document. For example: someone@outlook.com, or somebody@gmail.com, or externaluser@contoso.com.
12. In the drop-down list, select the permission level you'd like to grant these users: **Can edit** or **Can view**.
13. If you want, type a message to be included with the email. The message might include information or instructions about the document you've shared.
14. Click **Show Options**.
15. Check **Require sign-in**. (this option may not be available as sign is required)

16. Click **Send an email invitation**.
17. Click **Share**.

See who has access to a specific site or document

You can also use the **Share** command to quickly see the list of people a document has been shared with.

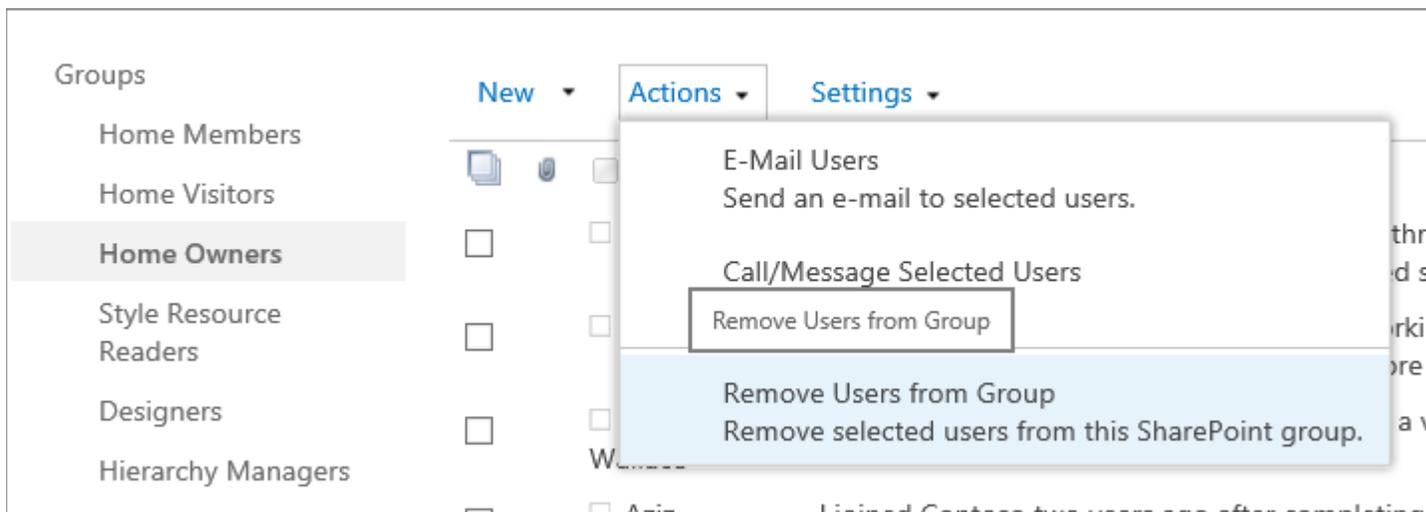
Do one of the following:

- To see who has access to a site, click **Share** at the top right of the page. Click the link after **Shared with** in the **Share** dialog box to view a list of people who have access to the site.
- To see who has access to a document, folder, or Document Set, click the ellipses ... next to the document, click **Share**, and then click **Shared With**.

Revoke user access to a site

Logon to the site you want to revoke access to

1. click **Settings**  and then click **Site Settings**.
2. Click **People and groups** under **Users and Permissions**.
3. Select the group from the **Quick Launch** bar on the left which you want to remove users.
4. Select the users you want to remove, click **Actions** and then click **Remove Users from Group**.



5. Click **OK**.

Reference information:

<https://support.office.com/en-us/article/Share-sites-or-documents-with-people-outside-your-organization-80e49744-e30f-44db-8d51-16661b1d4232>

<https://support.office.com/en-us/article/Manage-external-sharing-for-your-SharePoint-Online-environment-c8a462eb-0723-4b0b-8d0a-70feafe4be85?ui=en-US&rs=en-US&ad=US>