External Sharing for SharePoint Online

What is an external user?

An external user is someone outside of your organization who can access your SharePoint Online sites and documents but does not have a license for your SharePoint Online or Microsoft Office 365 subscription. External users are not state employees. An external user could be a vendor/contractor that only needs access to your SharePoint Online site.

External users inherit the use rights of the SharePoint Online site collection administrator who is inviting them to collaborate. That is, the State of Vermont has purchased an Enterprise plan, and built sites that uses enterprise features, the external user is granted rights to use and/or view the enterprise features within the site collection they are invited to. While external users can be invited as extended project members to perform a full range of actions on a site, they will not have the exact same capabilities as a full, paid, licensed member (G1/G3) within your organization. The limitations are described in the table below.

External users can…	External users can't…
Use Office Online for viewing and editing documents. If your plan includes Office Pro Plus, they will not have the licenses to install the desktop version of Office on their own computers.	Create their own personal sites (what used to be referred to as My Sites), edit their profile, change their photo, or see aggregated tasks. External users don't get their own OneDrive for Business document library.
Perform tasks on a site consistent with the permission level that they are assigned. For example, if you add an external user to the Members group, they will have Edit permissions and they will be able to add, edit and delete lists; they will also be able to view, add, update and delete list items and documents.	Be an administrator for a site collection (except in scenarios where you've hired a partner to help manage Office 365. You can designate an external user as a designer for your Public Website. **Note:** The SharePoint Online Public Website information in this article applies only if your organization purchased Office 365 prior to March 9, 2015. If you purchased Office 365 after March 9, 2015, use an Office 365 website hosting partner.
See other types of content on sites. For example, they can navigate to different subsites within the site collection to which they were invited. They will also be able to do things like view site feeds.	See the company-wide newsfeed
	Add storage to the overall tenant storage pool

External users can…	External users can't…
	Access the Search Center or execute searches against "everything." Other search features that may not be available include: Advanced Content Processing, continuous crawls, and refiners.
	Access site mailboxes
	Access PowerBI features such as Power View, Power Pivot, Quick Explore, or Timeline Slicer. These features require an additional license, which is not inherited by external users.
	Use eDiscovery. This requires an Exchange Online license. Open downloaded documents that are protected with Information Rights Management (IRM).

Other features that might not be available to external users are:

- Excel Services features, including Calculated Measures and Calculated Members, decoupled Pivot Tables and PivotCharts, Field List and field support, filter enhancements, search filters.
- SharePoint Online data connection libraries
- Visio Services

Note:

- There is no global way to see a list of all the sites to which an external user has access. You need to go to the individual sites to determine whether a specific user has access to it
- There is also no global way to see a list of all documents that have been shared externally.

Referenced from: 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

To get started using External Sharing, please discuss with your Site Collection Administrator, and reference this document to request that it be granted on your Site Collection: [LINK HERE]