OneDrive for Business: Share files with external colleagues

If you want to share one of the files (or folders) on your OneDrive for Business with someone external to the University of Aberdeen (ie someone outwith the University of Aberdeen domain 'abdn'), the process is similar to sharing with a member of staff or student.

This guide focuses on sharing a file but sharing a folder is done in much the same way.

> ⚠️ Please remember that when collaborating on files in OneDrive for Business, you should consider the appropriateness of what you record. Only record what is relevant and necessary and do not share anything that impacts on the privacy of individuals. If you are unclear about how and where to appropriately record information, please contact the Information Governance Team at dpa@abdn.ac.uk.

Share a file

1. Sign into **Outlook on the web** at outlook.com/abdn.ac.uk

2. Go to the **App launche**r (waffle icon, top left) and choose **OneDrive**

3. Find the file you want to Share and **select** it by ticking to the left of its filename

4. Either:

   - Click **Share** on the top menu bar, *or*

   - Click the **Share** icon alongside the filename

5. In the **Send link** dialog, click **People you specify can view**.

6. In the **Link settings** dialog, under **Who would you like this link to work for**, click **Specific people**

7. Under **Other settings**, click on **Can view** to open the drop-down menu. Choose whether people with the link can **view**, **review** or **edit** the document.

    -   If you choose **Can review**, this means people can only leave comments and suggest changes.

    -   If you *don't* allow editing, by leaving it as **Can view**, you can also choose to block a download of the file.

8. Click **Apply** to return to the **Send link** dialog.

9. **Enter** the email address of your external colleague and click on it to resolve the field.
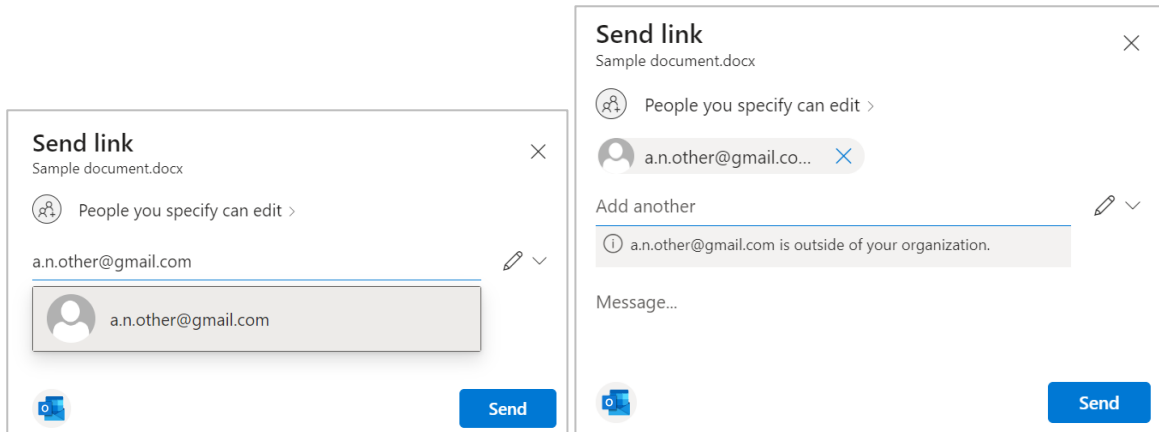
10. When you enter an external email address you will be alerted that it is outside your organisation.

11. Add a message if you wish.

12. Click **Send**.

13. You may see a verification message to say the link has been sent. You will also receive a message letting you know when your external colleague has successfully used the link.

What should your external colleague expect?

1. The person you have invited will receive an email with a link to open it.

    If they don't see it, they should check their Spam and Junk mail folders as the email may arrive there.

2. They should click on **Open**.

3. What happens next will depend on whether they have already been added as an external guest in some way to the 'abdn' domain (for example, to a Teams site), and what device they are using when they click the link.
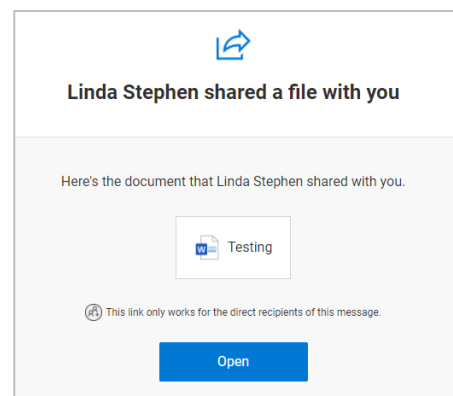
An external colleague who is not a Guest of the University of Aberdeen

1. They will see a **Request Verification Code** prompt.

2. They should click **Send Code** for a code to be sent to their email address**.**
    Again, they should check Spam and Junk mail folders as code might arrive there.

3. They should **enter** this code in the Enter Verification Code window and click **Verify**.
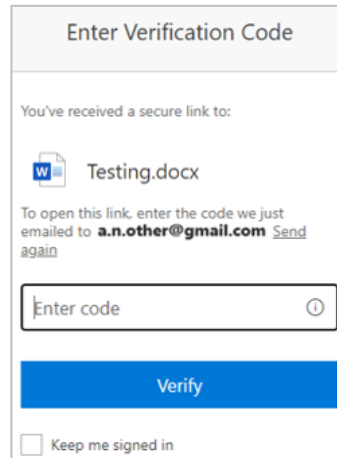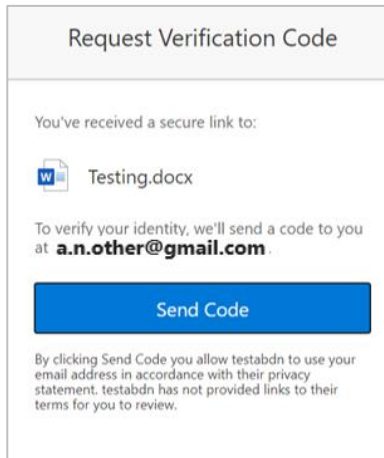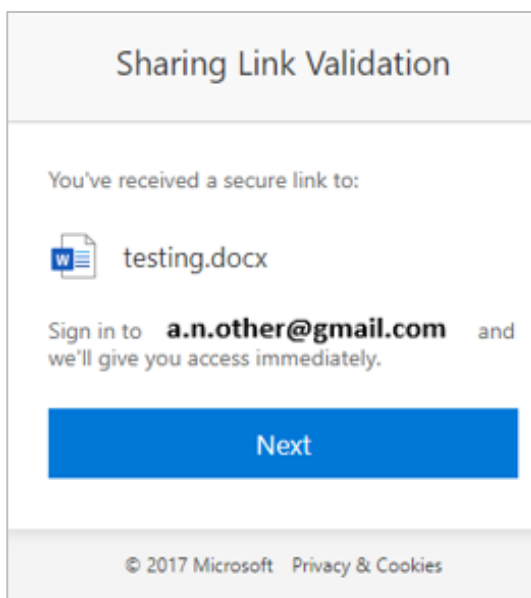
4. The file will open in Microsoft 365 online and they can either view or edit it depending on the permissions you set.

An external colleague who is already a Guest of the University of Aberdeen

If your external colleague is already a Guest on the University of Aberdeen Microsoft domain, for example because they have been invited to a University of Aberdeen SharePoint site or Team, then they will have different steps to access the file.

When becoming a Guest they will have agreed to Guest terms of use for University of Aberdeen, and will have set up a method of additional security verification for their account.

1. They will see a **Sharing link validation** prompt, quoting their email address.

2. They should click **Next**.

3. They may then be prompted to enter their **password or other authentication method** to sign in.

4. They will then be prompted to verify their identity using the method they chose on first becoming a Guest, eg entering a code received on mobile.

5. The file will open in Microsoft 365 online and they can either view or edit it depending on the permissions you set.

To stop sharing

Select the file you shared and **click on the 3 vertical dots** (show more actions for this item) next to the share icon.

From the menu that appears choose **Manage access**.

You can see who you are sharing the file with and choose to:

- **Stop sharing** to stop anyone having access, *or*

- **Remove** any individuals listed who can view or edit.

Further information and help

Guides and Links about OneDrive for Business on Toolkit.

Microsoft Help on sharing files from OneDrive for Business.

Contact the Service Desk for help: myit.abdn.ac.uk.