



A fresh approach to IT support and expertise.

Sharing files from SharePoint

Best ways to share files from SharePoint.



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Agenda

- Who we are
- OneDrive, SharePoint and Teams
- Sharing a SharePoint site
- Sharing SharePoint files and folders
- Linked file settings explained
- How to check access to a file
- Recap
- Any questions

What can we do



IT Champion

A fresh approach to IT support and expertise.

Your IT experts

Our support technicians, service delivery team and technology leads all hold certifications in IT Support, cyber security and network infrastructure. With decades of experience in the real world that enables us to fix an IT query quickly.



Modern Work

Supporting all our users

Under your organisation's support plan users have access to lots of resources so you can get the most out of us.

- Support from Monday to Friday from 7.30 am – 6.30pm
- Front line support within an average of 35 seconds
- FREE monthly Cyber Awareness training
- FREE monthly tips and tricks
- Client area – handy guides and links to resources

it-champion.co.uk/client-area

What are the differences

OneDrive, SharePoint and Teams





All within one Microsoft 365 Premium licence



Central communication space.

A platform that incorporates team information, files, chat, video and audio calls, third-party apps and more.



Department, groups and team space.

Acts like a shared drive and can grow to a multi-functional external hub for core business processes and tasks.



Personal working space.

The place for all your folders, files, documents, videos and pictures.



OneDrive

Personal Cloud Storage



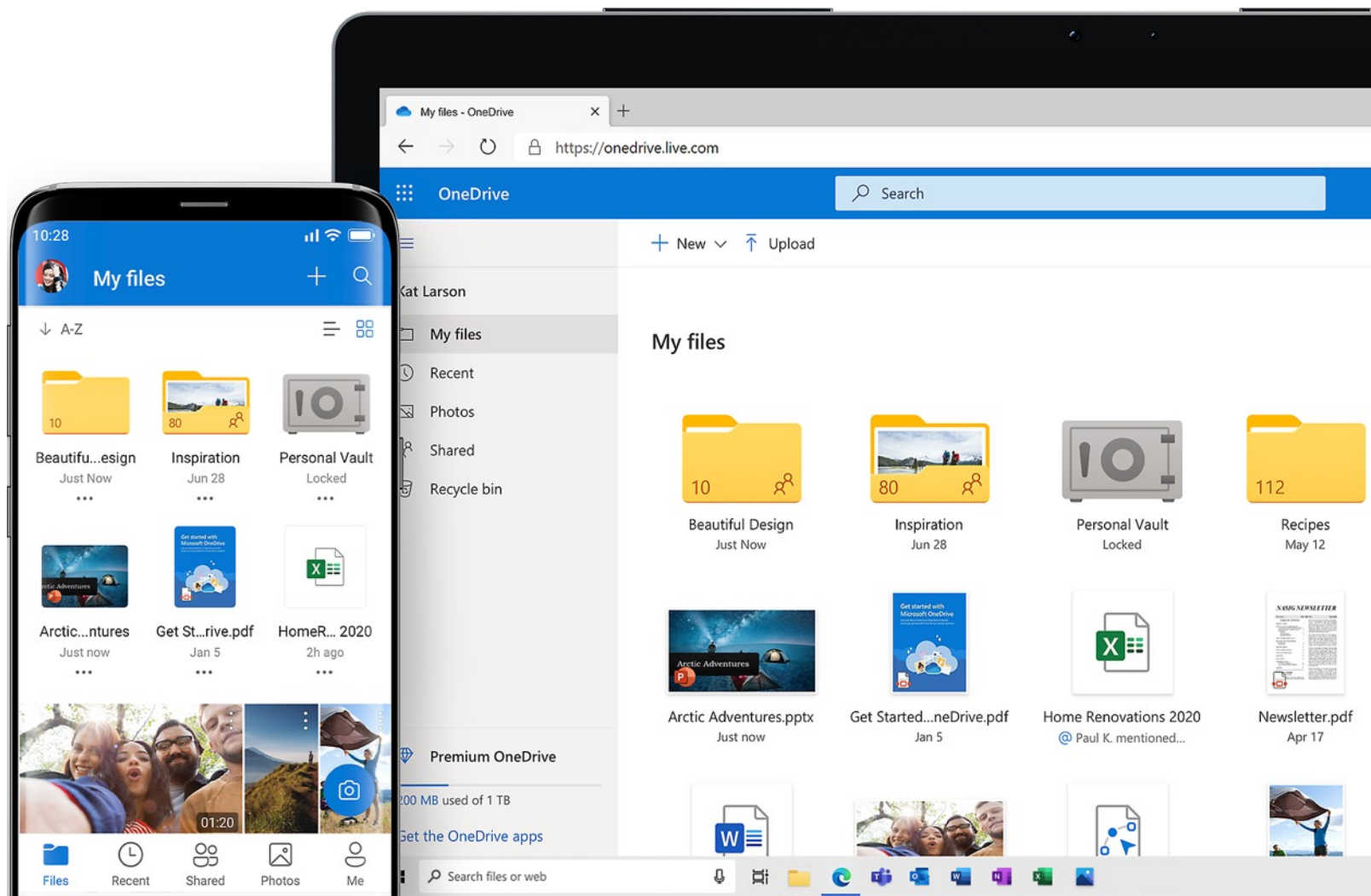
Anywhere access



Back up and protect

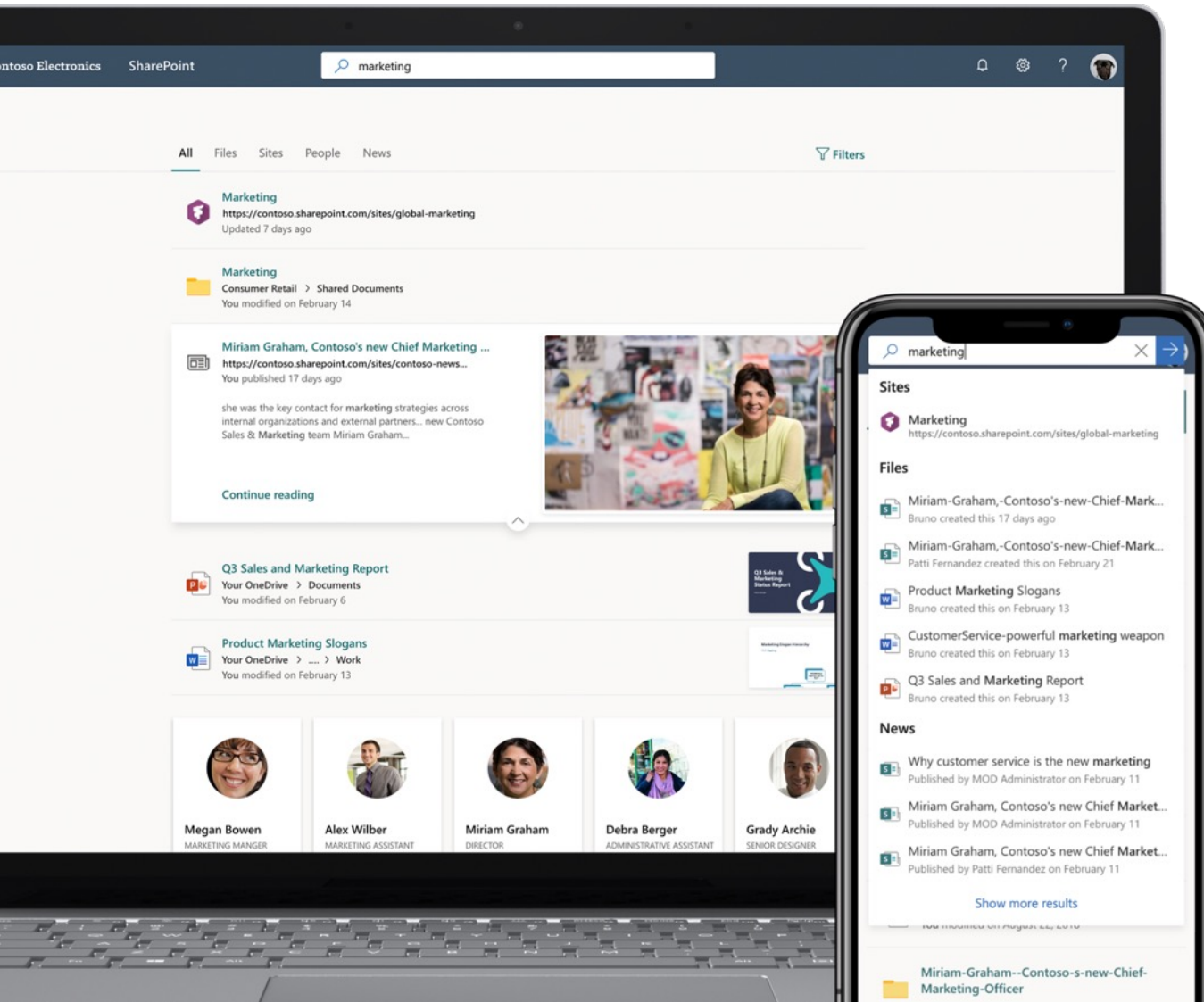


Share and collaborate



SharePoint

Simple sharing and
seamless collaboration



Engage and inform your organisation

Harness collective knowledge

Transform business processes



Teams

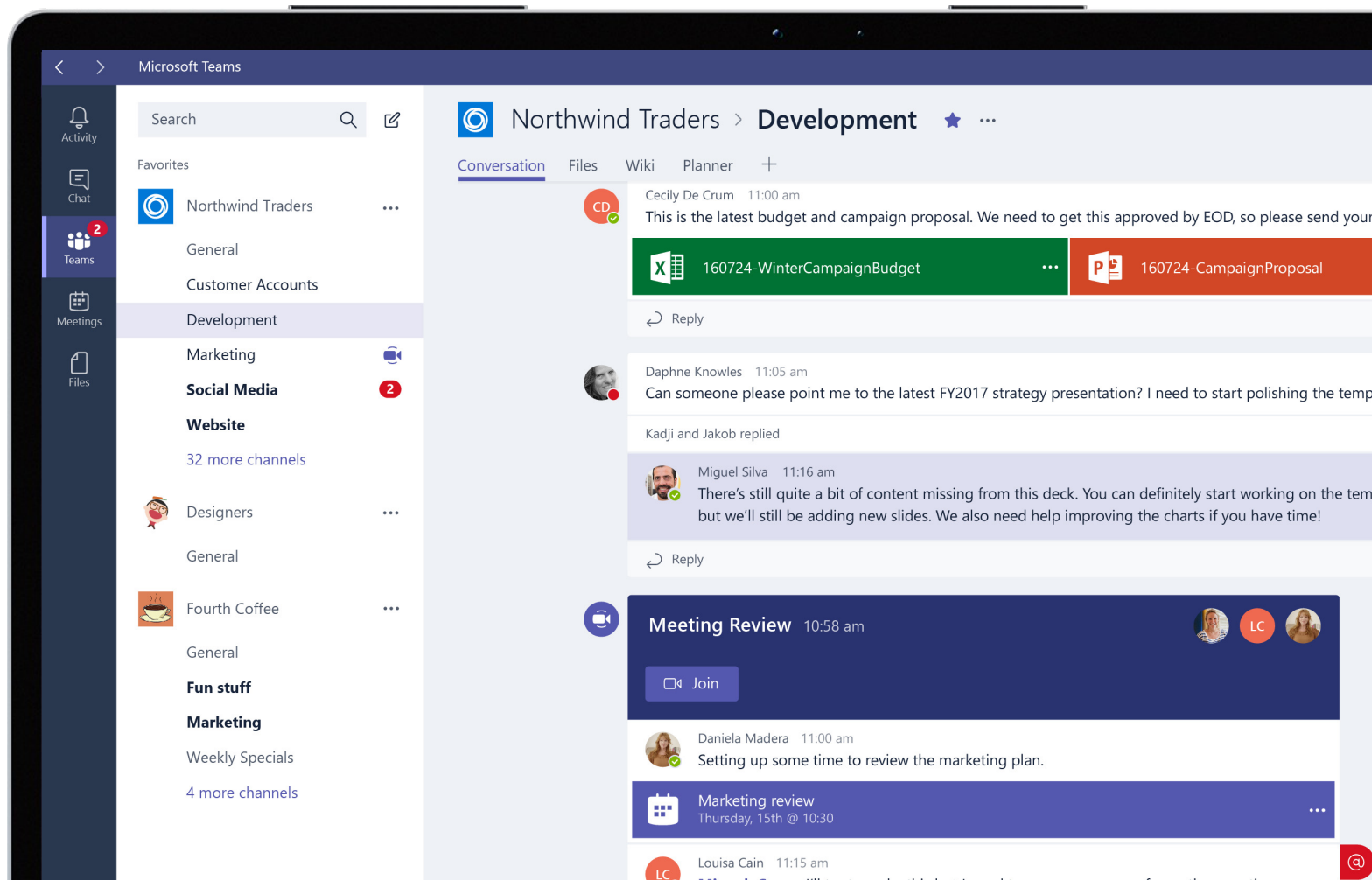
Meet, chat, call, and collaborate

Meet from anywhere

Keep everything in one place

Get things done together

Resources to help you thrive in a hybrid work world



The best ways for sharing

Safe, secure and manageable

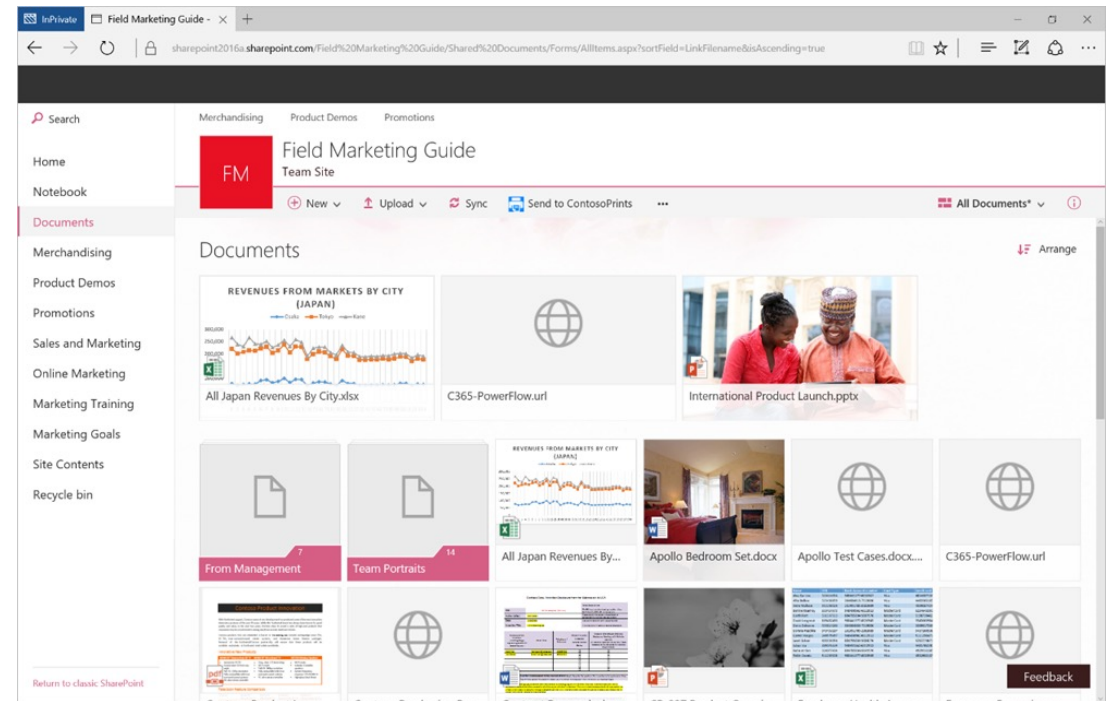


Sharing direct from SharePoint

Sharing with people inside and outside of your organisation.

Three SharePoint areas you can share from:

- Site
- List
- Library



- Home
- Notebook
- Documents
- Pages
- Archive
- Login information
- Recycle bin
- Edit

Customer Sharing Portal

New Page details Analytics

News

Add



Keep your team updated with news on your team site

From the site home page you'll be able to quickly author a news post - a status update, trip report, or...

Add News

Quick links

- Learn about a team site
- Learn how to add a page

Activity

SitePages Home

Admin Test Viewed a few seconds ago

Mailchimp

Admin Test Edited the list 2 days ago

Archive Book

Admin Test Edited 14 days ago

Following Site access

Published 3/27/2024 Share Edit

Following Site access

Published 3/27/2024 Share Edit

Navigation icons:     

★ Following  Site access

Published 3/27/2024  Share ▾  Edit 

Published 3/27/2024  Share ▾  Edit 

 Share page
 Copy link to page

Share "Home"

... ? ×

 Add a name, group, or email  ▾

 Add a message

 ...  Copy link   Send

Documents ▾



Name ▾

Modified ▾

Modified By ▾



New



May 1

Admin Test



Upload

Share this item with other people

Admin Test

Share "New"

 Add a name, group, or email



 Add a message



 Copy link



 Send

 **Link copied** 

People in Cloud Power Ltd with the link can view.

 Settings

Share "New"

 Add a name, group, or email



 Add a message

Link settings



 Copy link



 Send

Share the link with

-  **Anyone**
Share with anyone, doesn't require sign-in ☒
-  **People in Cloud Power Ltd** ⓘ ☐
-  **People with existing access** ⓘ
 ☐
-  **People you choose** ⓘ ☐

More settings

-  **Can edit** ☐
-  **MM/DD/YYYY** ☒
-  **Set password** ☐

Link settings

New ⓘ ×

Share the link with

-  **Anyone** ⓘ ☐
-  **People in Cloud Power Ltd**
Share with people in Cloud Power Ltd, organization account required. ☒
-  **People with existing access** ⓘ
 ☐
-  **People you choose** ⓘ ☐

More settings

-  **Can edit** ☐

Apply

Cancel

Share the link with

-  **Anyone** ⓘ ☐
-  **People in Cloud Power Ltd** ⓘ ☐
-  **People with existing access** ⓘ
 ☐
-  **People you choose**
Share with specific people you choose inside or outside of Cloud Power Ltd, using their name, group, or email. ☒

More settings

-  **Can edit** ☐
- ☒  **Can edit**
Make any changes
-  **Can view**
Can't make changes
-  **Can't download**
Can view, but not download

Login information ☆

Title ▾	Username ▾	Password ▾
Mailchimp	test	test

Login information ☆

Title ▾	Username ▾	Password ▾
Mailchimp	test	test

Share

Copy link

Edit

Comment

Manage access

Delete

Automate >

Version history

Undo

Edit in grid view

Alert me

Manage my alerts

More >

Share "Mailchimp" ... ? ✕

Add a name, group, or email

✓

Add a message

...

Copy link

Send

Share "Mailchimp" ... ? ✕

Add a name, group, or email

✓

Add a message

✓ **Can edit**
Make any changes

Can view
Can't make changes

...

Copy link

Send

Who has access

Checking on who has access to a file



★ Following

🔗 Site access

Published 3/27/2024

🔗 Share ▾

✎ Edit



Site access



Add users, Microsoft 365 Groups, or security groups to give them access to the site.

^ Site owners - full control ⓘ



Admin Test
Full control ▾

^ Site members - limited control ⓘ



Shaun Gould
Edit ▾

^ Site visitors - no control ⓘ

None

Share

Cancel

^ Site owners - full control ⓘ



Admin Test
Full control ▾

^ Site members - limited control ⓘ



Read
Edit
Remove

^ Site visitors - no control ⓘ

None

^ Site owners - full control ⓘ



Admin Test
Full control ▾

^ Site members - limited control ⓘ



Shaun Gould
Edit ▾

^ Site visitors - no control ⓘ

None

Read
Full control
Remove

Share

Cancel

Documents ▾

	Name ▾		Modified ▾	Modified By ▾
	 New	  	May 1	Admin Test
	Upload	Share this item with other people		Admin Test

- Open >
- Preview
- Share
- Copy link
- Manage access
- Delete
- Automate >
- Favorite
- Add shortcut >
- Download
- Rename
- Pin to top
- Move to
- Copy to
- Version history
- Alert me
- More >
- Details

Login information ☆

Title

Username

Password

Mailchimp

Share

Copy link

Edit

Comment

Manage access

Delete

Share "Mailchimp"

Add a name, group, or email

Add a message

Manage access (2 people, 3 groups)

Copy link

Send

Manage Access

Mailchimp

Stop sharing

People • 2

Groups • 3

Links

Search displayed names

Admin Test
IT DIRECTOR

Owner

365 Admin

Owner

Manage Access

Mailchimp

Stop sharing

People • 2

Groups • 3

Links

Customer Sharing Portal Owners
SHAREPOINT GROUP

Owner

Customer Sharing Portal Visitors
SHAREPOINT GROUP

Can view

Customer Sharing Portal Members
SHAREPOINT GROUP

Can edit

Manage Access

Mailchimp

Stop sharing

People • 2

Groups • 3

Links

Create and share a new link





A fresh approach to IT support and expertise.

Hope you enjoyed the session

Why not join us for our next tips and tricks session?

www.it-champion.co.uk/it-training/monthly-tips-tricks/