

SPORTS ENTERTAINMENT NETWORK.

How-To Share files Via Sharepoint

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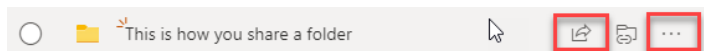
SPORTS ENTERTAINMENT NETWORK.

Step 1: Locate the SharePoint Directory / Folder you want to Share

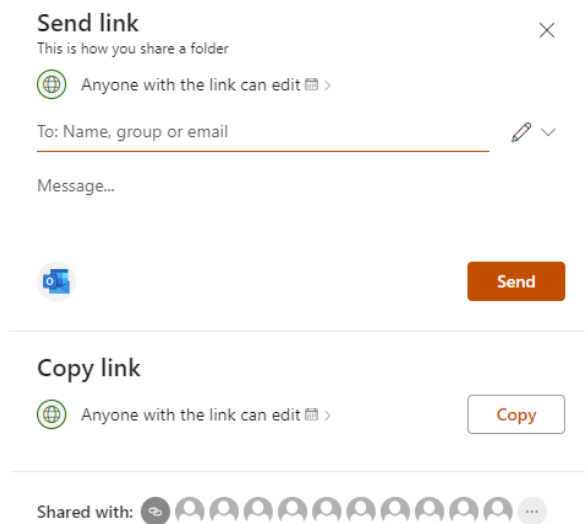
Locate the SharePoint folder or file you want to **Share**. (In this example we will be using the Tech Tips Directory / Folder.)

<https://pacificstar.sharepoint.com/crocmedia/SitePages/Home.aspx>

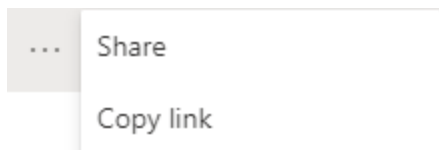
Hover over the **Folder** or **File** and either click the **Share Icon** or the **Ellipsis (3 dots)**



The **Share Icon** will open the box below:

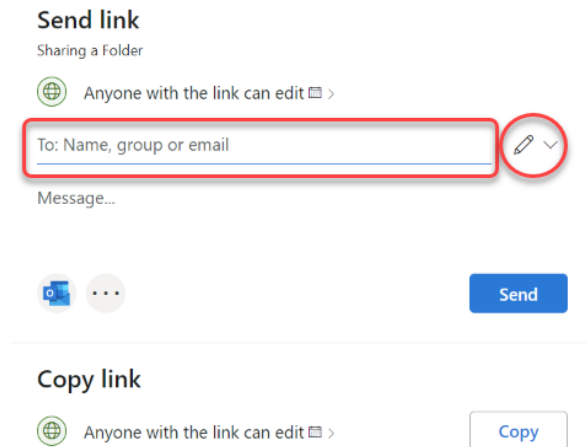
A screenshot of the "Send link" dialog box in SharePoint. The title is "Send link" with a close button (X). Below the title is the text "This is how you share a folder". There is a globe icon and the text "Anyone with the link can edit" followed by a right-pointing arrow. Below that is a text input field labeled "To: Name, group or email" with a pencil icon and a dropdown arrow. Below the input field is a "Message..." label. At the bottom left is a Microsoft Teams icon, and at the bottom right is a "Send" button.

The **Ellipsis (3 dots)** will open the box below:

A screenshot of the context menu that appears when the Ellipsis icon is clicked. The menu is a white box with a grey border. It contains two items: "Share" and "Copy link". Each item has a small grey square to its left containing three dots.

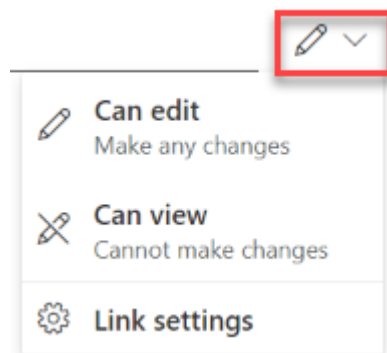
Step 2: Choosing who to share with

Enter in the person's name (internally) or email address (externally) for the person you want to share the folder / file with. Then select the permissions you want to give them.



Edit: Those with Edit access can edit and make changes to the document.

View: Can only view the document and cannot make changes / edit the document.





Once you have done this click **Send**.

You can also just create a link using the Copy button and this will create a shareable link as seen below:

[This is how you share a folder](#)

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You can access more options if you click the below, which will allow you to change the permissions of the link:










 Anyone with the link can edit  >

Sharing settings








This is how you share a folder

Share the link with

-  **Anyone** 
Share with anyone, doesn't require sign-in
-  People in Sports Enter...nment Network 
-  People with existing access 

-  People you choose 

More settings

-  Can edit 
-  Expires Saturday, Aug 26, 2023 
-  Set password
-  Block download  Off

Apply

Cancel

Preferably pick either **People in Sports Entertainment Network** or **People you choose** as you can limit the access.

If you require assistance please contact the I.T Team, either through the intranet (<https://helpdesk.sen.com.au>) or by emailing SEN Helpdesk (helpdesk@sen.com.au).