

How-To Share files Via Sharepoint

Jack Yumulu - 2023-06-19 - Comments (0) - SharePoint

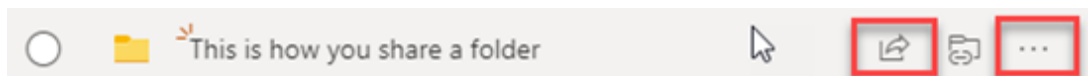
How-To Share files Via Sharepoint

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

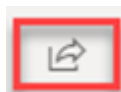
Locate the SharePoint folder or file you want to **Share**. (In this example we will be using the Tech Tips Directory / Folder.)

<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:



Send link



This is how you share a folder



Anyone with the link can edit  >

To: Name, group or email




Message...



Send

Copy link



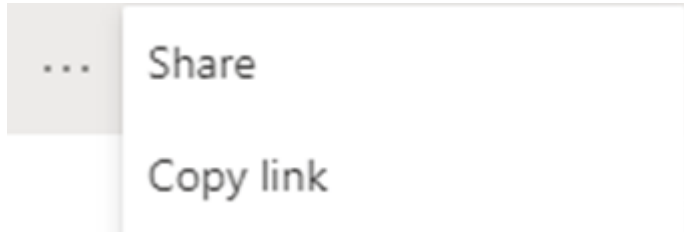
Anyone with the link can edit  >

Copy

Shared with:



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




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.

Send link

Sharing a Folder



Anyone with the link can edit  >

To: Name, group or email




Message...



Send

Copy link

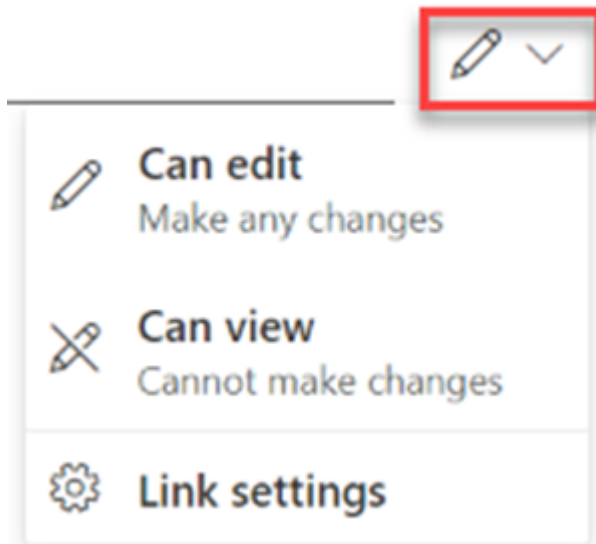


Anyone with the link can edit  >

Copy

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](#)

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).

Attachments

- [How-To-Share-files-Via-Sharepoint.pdf \(274.02 KB\)](#)