

# Manage External Sharing in SharePoint Online

Last Modified on 23/01/2020 3:15 pm GMT

In order to protect the data hosted in SharePoint Online and OneDrive services, you can control what level of sharing is allowed to External users.

You can change the options for OneDrive and SharePoint individually, however OneDrive cannot be more permissive than the global SharePoint Online setting.

The following options are available:

- **Anyone** – Files hosted in SharePoint Online can be shared to anyone externally without requiring them to sign in. This allows for Public links.
- **New and Existing Guests** – Files hosted in SharePoint Online can be shared to anyone externally. Recipients must prove their identity to access file, either by signing in to an Office 365/Microsoft account or by using a verification code sent to them.
- **Existing Guests** – Files hosted in SharePoint Online can only be shared to internal user or external users who have been added as guests to your Office 365 account.
- **Only People in your Organization** – Files hosted in SharePoint Online can only be shared to other internal users.

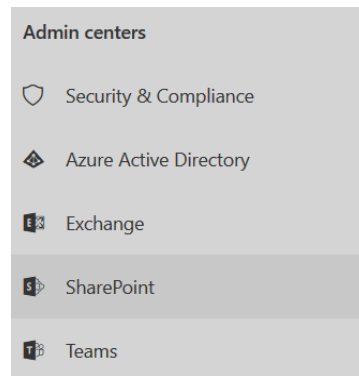
## Global Settings

The Global settings define the most permissive option available to sites and sets the default setting for all sites.

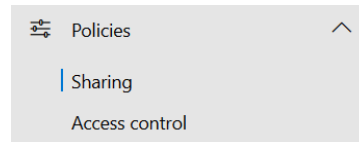
1. Log into the Microsoft 365 Admin Center using global admin credentials for the tenant:  
<https://admin.microsoft.com>

2. Go to 'Admin Centers > SharePoint' on the left-hand menu

**Note:** If you don't see the Admin Centers option, select **Show More**.

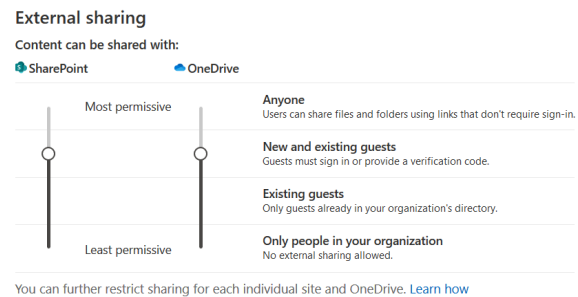


3. Go to 'Policies > Sharing' on the left-hand menu



4. Adjust the sliders for SharePoint and OneDrive

5. Press **Save**



The same page also provides other means to limit External Sharing. This includes:

- **Limit external sharing by domain** – Allows you to create either a Whitelist or Blacklist for which external domains to allow users to share to.
- **Guests must sign in using the same account to which sharing invitations are sent** – When an invite for shared content is sent to a guest, it can only be accepted by the account it was sent to.
- **Allow guests to share items they don't own** – Allows guests to share files that are shared to them with other external users.

The **File and Folder Links** options determine which sharing option is selected by default when a user goes to share an item.

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## Site Settings

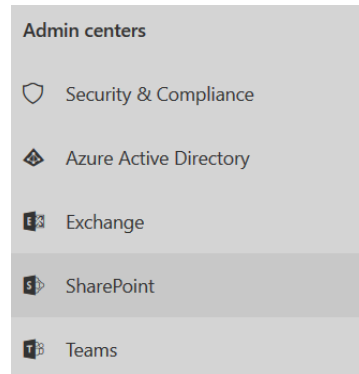
If you need to set a different sharing option on a SharePoint site, you can do this on a per-site basis in your SharePoint Admin Center.

You cannot set a more permissive setting than the Global setting.

1. Log into the Microsoft 365 Admin Center using global admin credentials for the tenant:

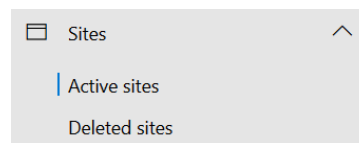
<https://admin.microsoft.com>

2. Go to 'Admin Centers > SharePoint' on the left-hand menu



**Note:** If you don't see the Admin Centers option, select **Show More**.

3. Go to 'Sites > Active sites' on the left-hand menu



4. Tick the checkbox next to the Site you want to edit

5. Select **Sharing** on the Ribbon



6. Select the Sharing level required

7. Press **Save**

### Sharing ⓘ

Site content can be shared with:

- Anyone**  
Users can share files and folders using links that don't require sign-in.
- New and existing guests**  
Guests must sign in or provide a verification code.
- Existing guests only**  
Only guests already in your organization's directory.
- Only people in your organization**  
No external sharing allowed.

Save

Cancel

## OneDrive Settings

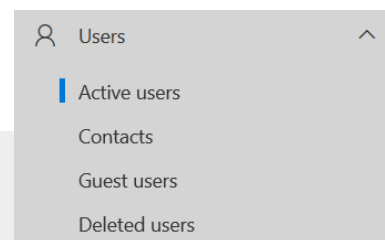
If you need to set a different sharing option on a OneDrive site for a user, you can do this on a per-user basis in the Microsoft 365 Admin Center

You cannot set a more permissive setting than the Global setting.

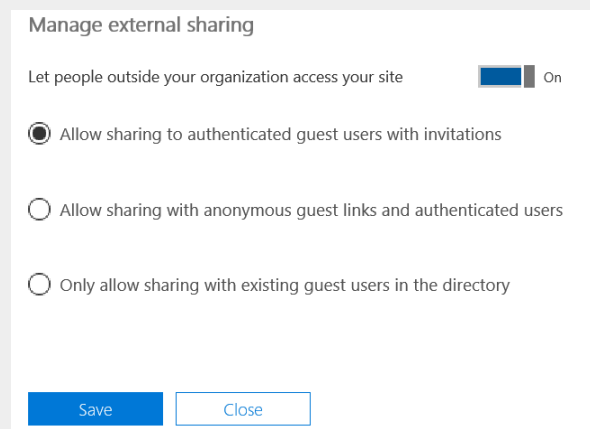
1. Log into the Microsoft 365 Admin Center using global admin credentials for the tenant:

<https://admin.microsoft.com>

2. Go to 'Users > Active Users'
3. Click into the User to edit



4. Select the **OneDrive** heading
5. Under Sharing, select **Manage External Sharing**
6. Select the External Sharing permission required



7. Press **Save**

8. Select the Sharing level required

9. Press Save

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- Only people in your organization**  
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**Save** **Cancel**