

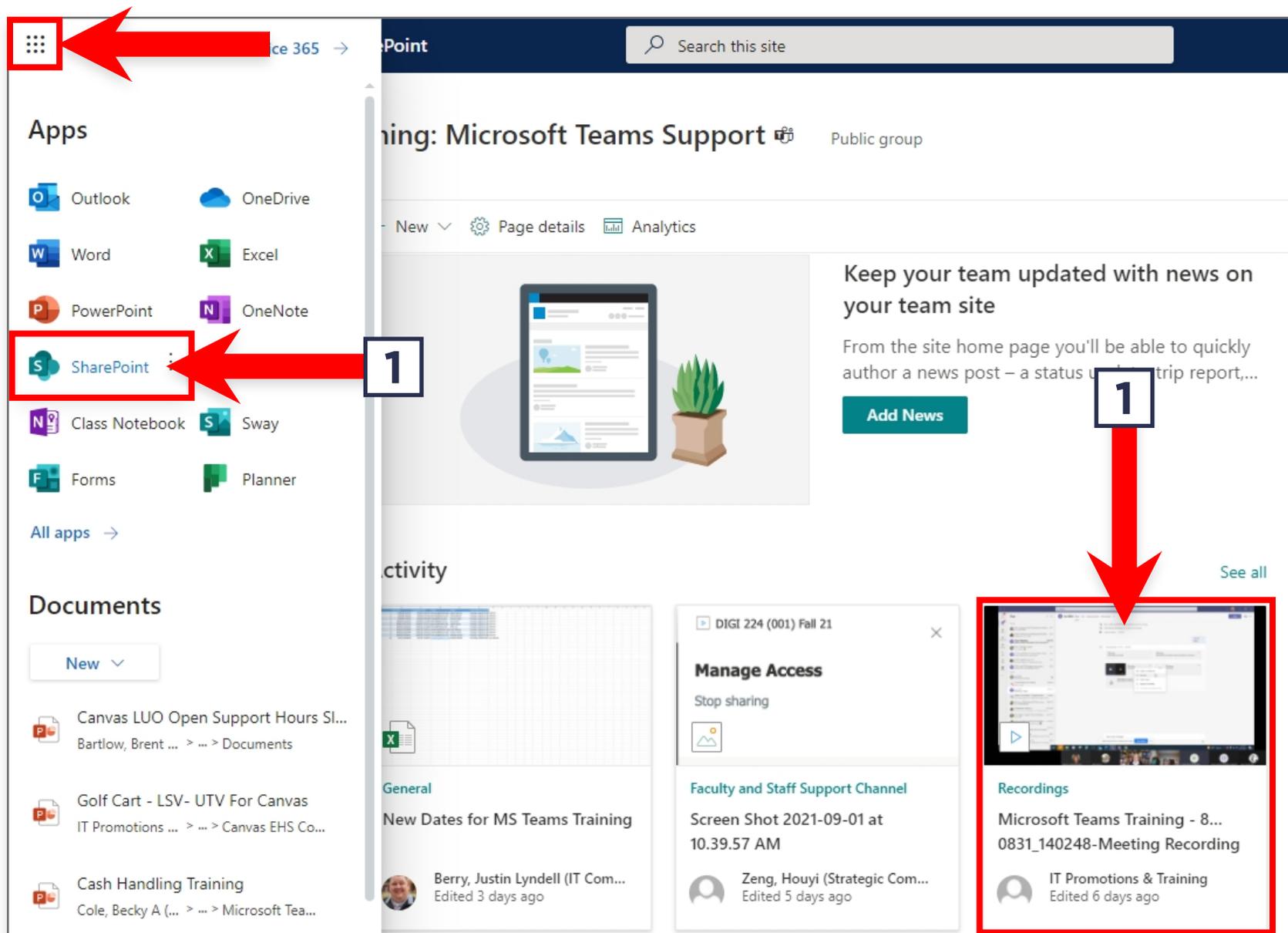
## File Sharing Best Practices for SharePoint

Microsoft SharePoint contains features that allow users to share documents and files for review, co-editing and other purposes. When file sharing documents, it is important to remember that files can be forwarded outside of the intended recipients if shared settings are not configured correctly. This document is intended to review best practices for file sharing at Liberty University.

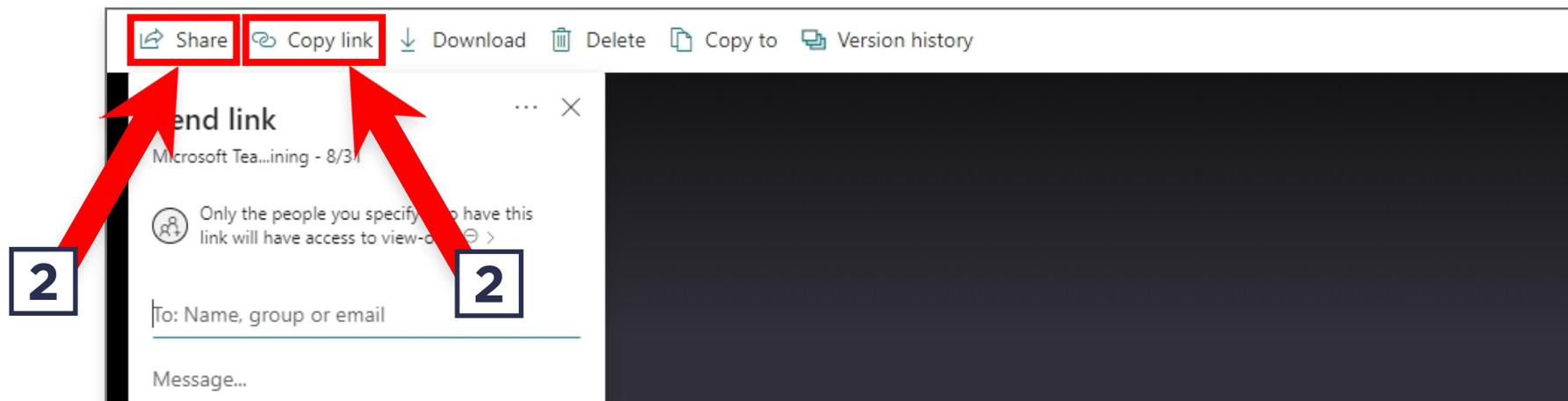
### Sharing Files in SharePoint

To securely share files from SharePoint, log into the SharePoint site through your Office365 account.

**Step 1:** Select **SharePoint** from the Office365 navigation menu and then select the team, group or files you wish to share.



**Step 2:** Select **Share** in the top left to share the file with new users, or **Copy Link** to share it with users who already have access to the file. Only users that have been granted access can view a link.

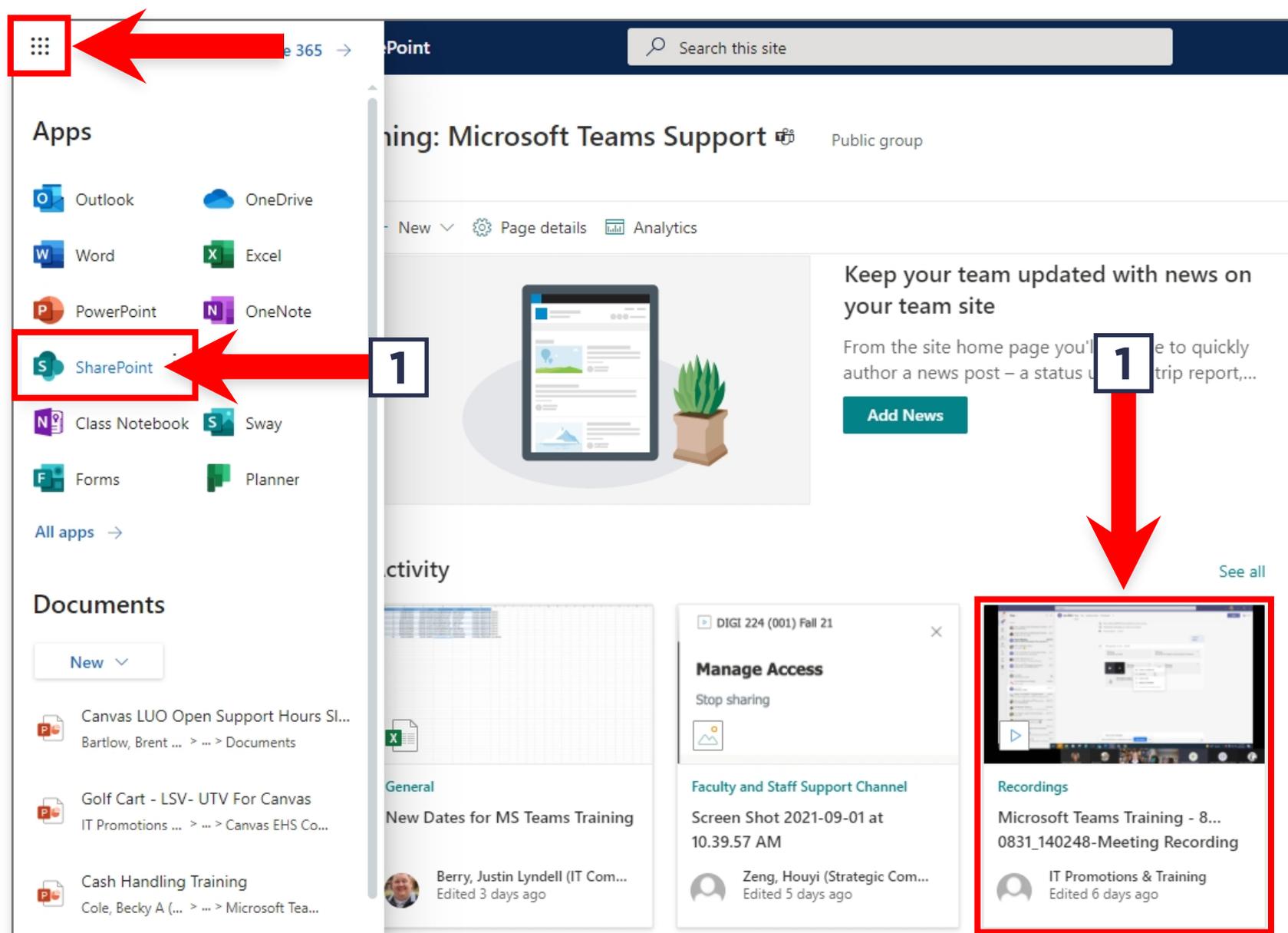


## Modifying Shared Files, Folders or Links

The best way to share files using SharePoint is to only share the files with the users that need to access them. To modify who can access a file, folder or link after it has been shared, follow these steps:

### Modifying SharePoint Sharing Permissions

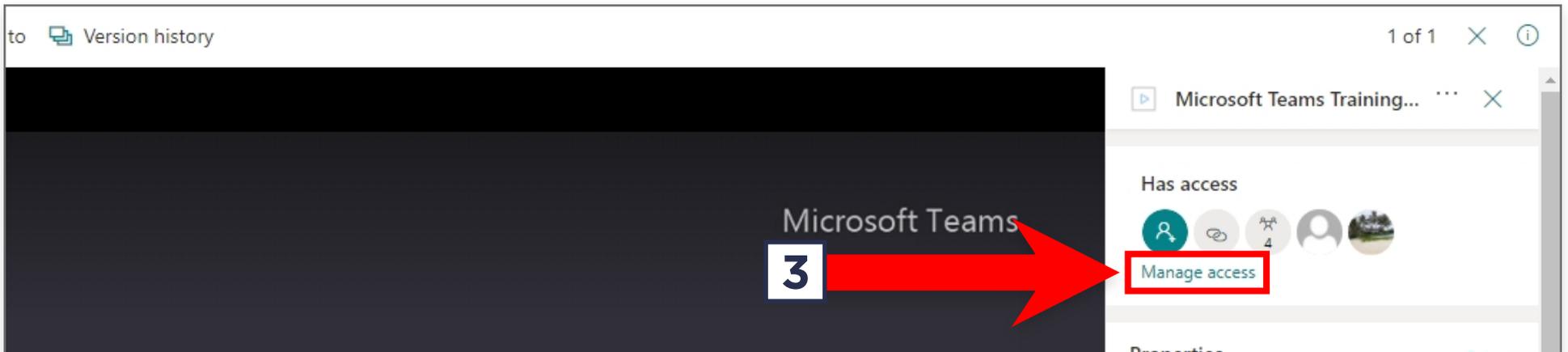
**Step 1:** Select **SharePoint** from the Office365 navigation menu and then select the team, group or files you wish to moderate.



**Step 2:** Select the Information button in the top-right corner of the screen.



Step 3: Click **Manage Access**.



Step 4: In the right side panel, you can stop sharing the file and modify user access, including sharing to new users, removing users and more.

