Sharing links to SharePoint documents

THE CUE

Collaboration made fun and effective

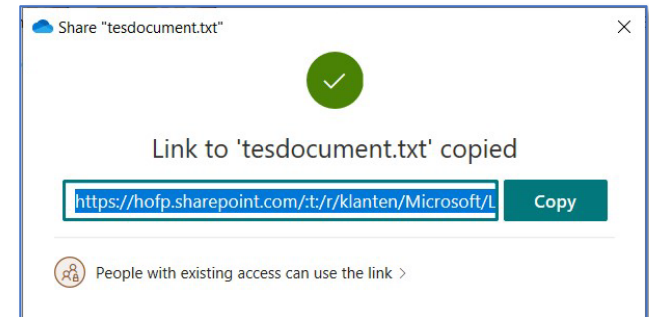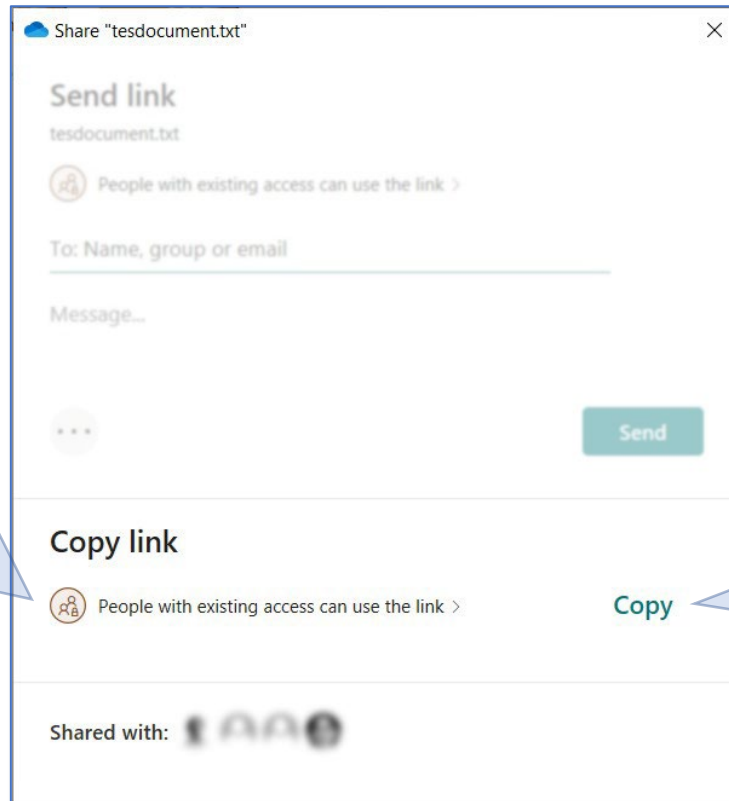# Copying and sharing a link to a document

Find the file you'd like to share a link to, either in explorer or in your browser.

Right-click the document to open the context menu.

Pick "Share" from the menu.

The following dialog window will appear:

Pick whom you'd like to grant access to the document. Usually the default is fine. Often the chloices here will be determined by your organisation.

Share "tesdocument.txt" ✕

Send link
tesdocument.txt

People with existing access can use the link >

To: Name, group or email

Message...

· · ·   Send

Copy link

People with existing access can use the link >   Copy

Shared with:

Share "tesdocument.txt" ✕

✓

Link to 'tesdocument.txt' copied

https://hofp.sharepoint.com/:t:/r/klanten/Microsoft/L   Copy

People with existing access can use the link >

After clicking "Copy", the above popup dialog will appear. The included link can then be shared on a Teams page or in a chat.
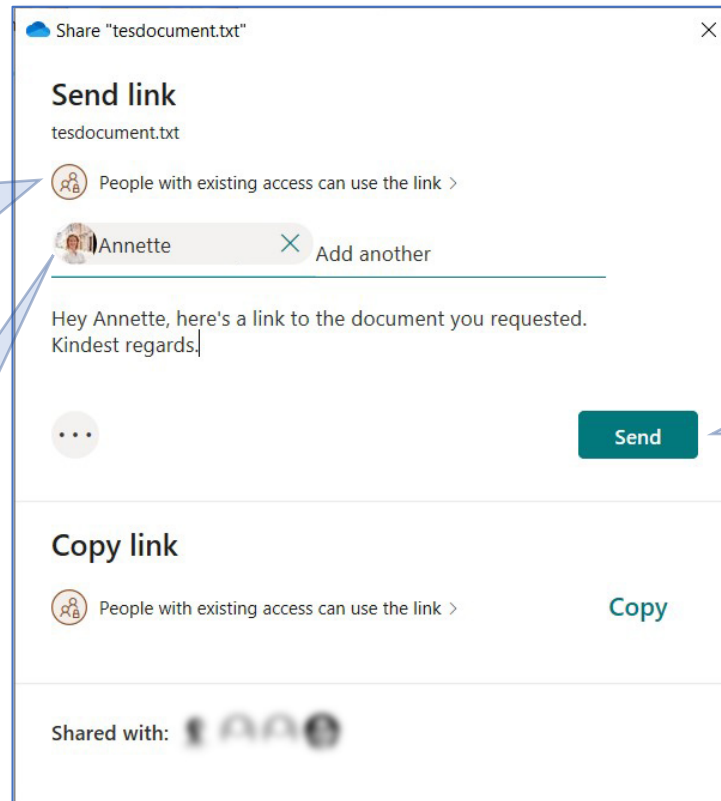
Copying and e-mailing a link to a document

In some cases you might need to send a link through e-mail. This can also be achieved directly from the "Share link" dialog window.

⚠ **NOTE** We do not advise sending links through e-mail; messages can easily be overlooked or lost.

As in the previous example, you can pick the people that have access to the link.

Select the people that you'd like to send the link to, and add a short message.

Share "tesdocument.txt" ✕

Send link
tesdocument.txt

People with existing access can use the link ›

Annette ✕ Add another

Hey Annette, here's a link to the document you requested. Kindest regards.

· · ·   Send

Copy link

People with existing access can use the link ›   Copy

Shared with:

After clicking "Send" the people you've selected will receive an e-mail with your message and the link you've shared.