












Emailing a Link to a File

Why

-  Ensures that the email recipient will be always accessing the latest copy of the file in SharePoint.
-  Finding and Sharing documents with co-workers.
-  Quick and easy.
-  Reduces need for email attachments.
-  Allows collaboration on one file.
-  Reduces different versions of files.
-  Accessible on all devices.

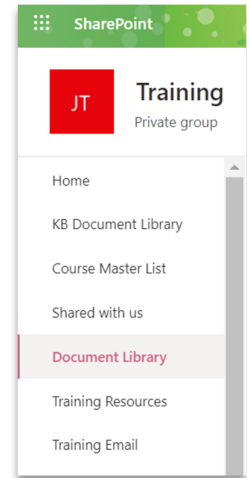
Scenario

-  1 You wish to share a link with others to help them find the document in SharePoint
-  2 You may want your colleagues to work on this file at the same time.
-  3 You want them to use the latest copy of the file in SharePoint.
-  4 You may want them to review, edit or just view the file.

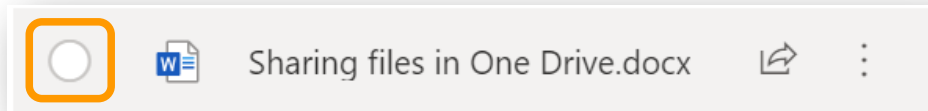


How?

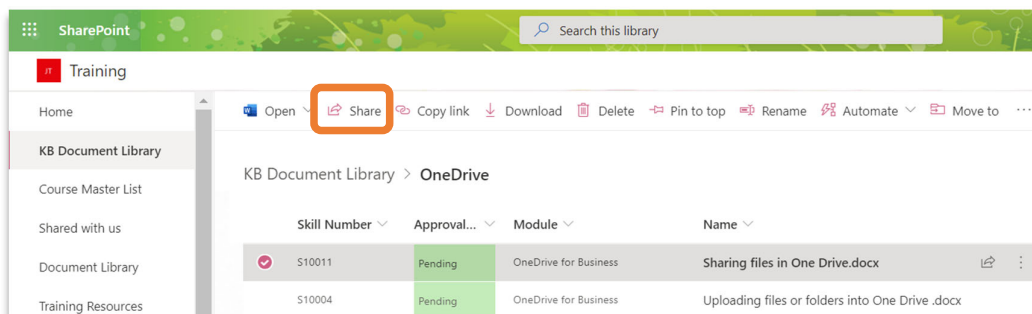
1. Open the **Document Library** in SharePoint



2. Select the **file**



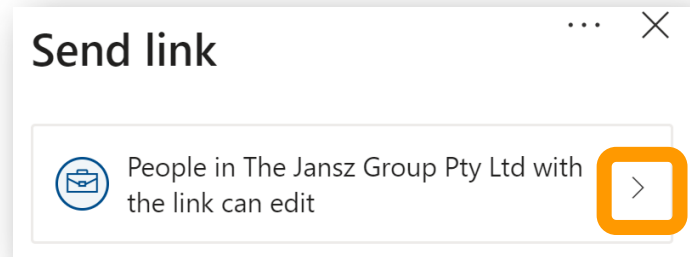
3. Click on **Share**





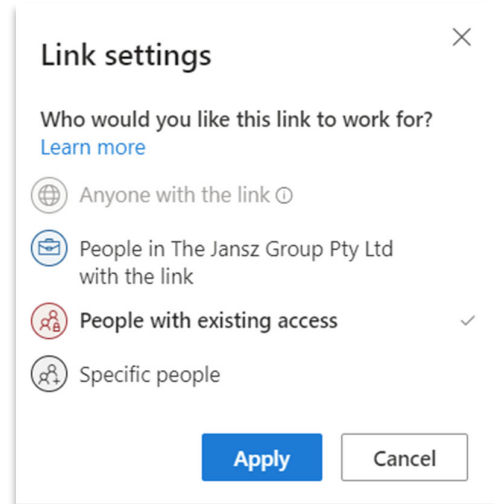
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4. Click on the > **symbol** that appears at the top of the dialogue box



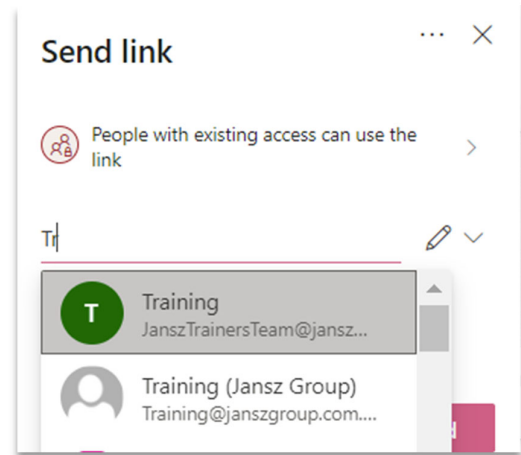
5. Choose who you would like this link to work for

*These settings will vary – depending on your IT Admin policies and the file location. In this example the person we are sharing the file with already has access to this SharePoint site, so we selected **People with existing access***



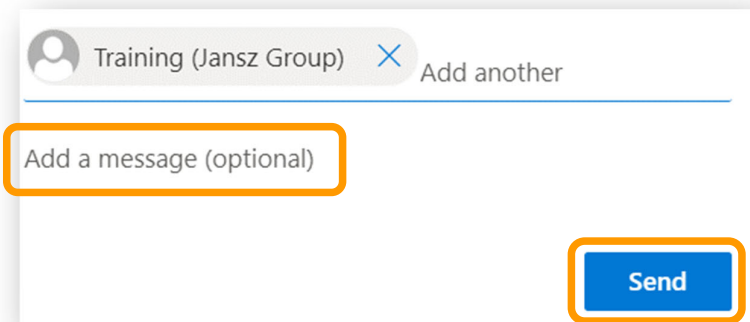
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6. Start typing the name of the person/s you want to share the document with. A pop up list of names should appear – click on the appropriate name









7. Add a brief message if you want

8. Click on **Send**





Applications you can apply it to

| | | Desktop App | Microsoft 365 Online |
|---|------------|-------------|----------------------|
|  | OneNote | ✓ | ✓ |
|  | Outlook | ✓ | ✓ |
|  | Word | ✓ | ✓ |
|  | PowerPoint | ✓ | ✓ |
|  | Excel | ✓ | ✓ |
|  | SharePoint | ✓ | ✓ |