

# OneDrive for Business: Share files with external colleagues

If you want to share one of the files (or folders) on your OneDrive for Business with someone external to the University of Aberdeen (i.e. someone outwith the University of Aberdeen domain 'abdn'), the process is similar to sharing with a member of staff or student.

This guide focuses on sharing a file but sharing a folder is done in much the same way.



Please remember that when collaborating on files in OneDrive for Business, you should consider the appropriateness of what you record. Only record what is relevant and necessary and do not share anything that impacts on the privacy of individuals. If you are unclear about how and where to appropriately record information, please contact the Information Governance Team at [dpa@abdn.ac.uk](mailto:dpa@abdn.ac.uk).

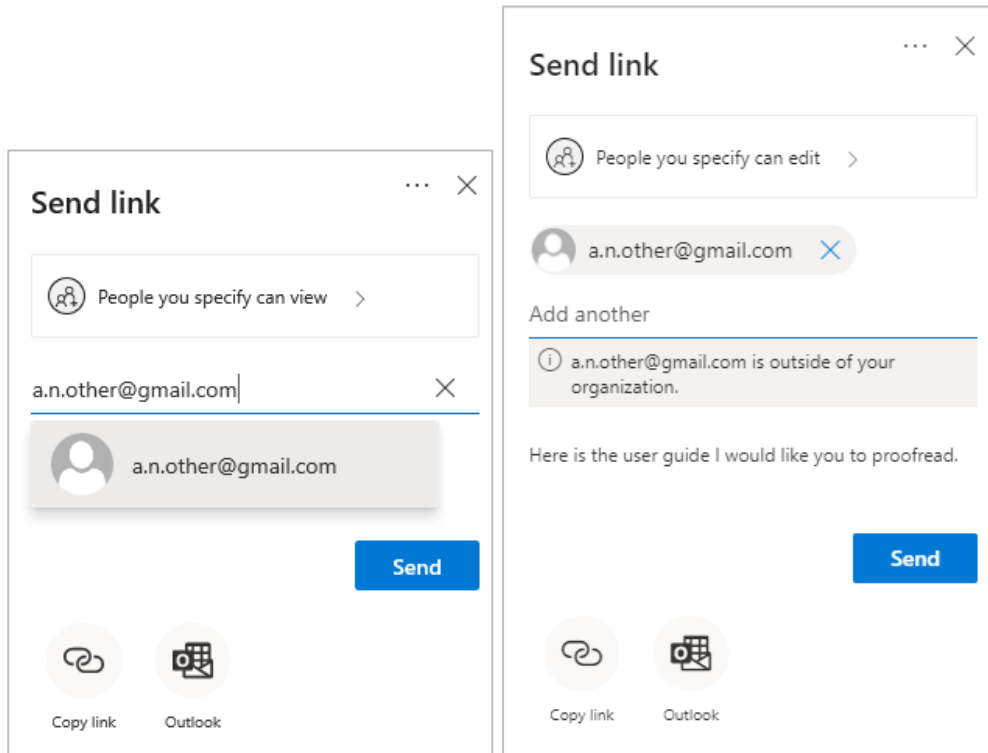
## Share a file

1. Sign into **Outlook Web Access (OWA)** at [outlook.com/abdn.ac.uk](https://outlook.com/abdn.ac.uk)
2. Go to the **App launcher** (waffle icon, top left) and choose **OneDrive**
3. Find the file you want to Share and **select** it by ticking to the left of its filename
4. Either:
  - Click **Share** on the top menu bar, *or*
  - Click the **Share** icon alongside the filename
5. In the **Send link** dialog, click **People you specify can view**.



6. In the **Link settings** dialog, under **Who would you like this link to work for**, click **Specific people**

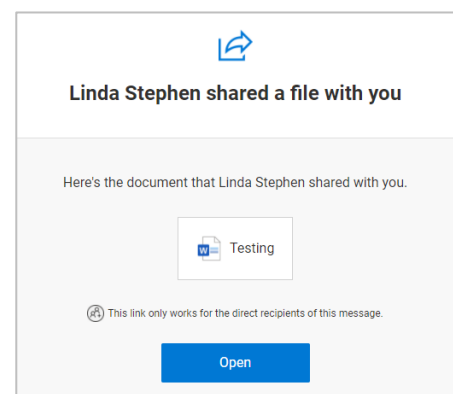
7. Under **Other settings**, choose whether or not to **Allow editing**
  - If you *do* allow editing you can also choose **Open in review mode only**. This means people can only leave comments and suggest changes.
  - If you *don't* allow editing, you can also choose to block a download of the file.
8. Click **Apply** to return to the **Send link** dialog.
9. **Enter** the email address of your external colleague and click on it to resolve the field.



10. When you **enter** an external email address you will be alerted that it is outside your organisation.
11. Add a message if you wish.
12. Click **Send**.
13. You may see a verification message to say the link has been sent.

## What should your external colleague expect?

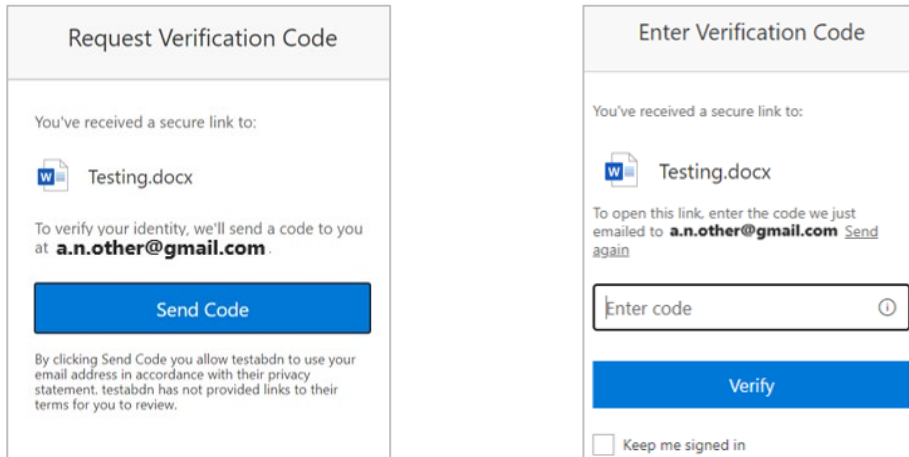
1. The person you have invited will receive an email with instruction to open it.  
If they don't see it, they should check their Spam and Junk mail folders as the email may arrive there.
2. They should click on **Open**.
3. What happens next will depend on whether your external colleague's email account is a Microsoft one or not, whether they have already been added as an external guest in some way to the 'abdn' domain (for example, to a Teams site), and what device they are using when they click the link.



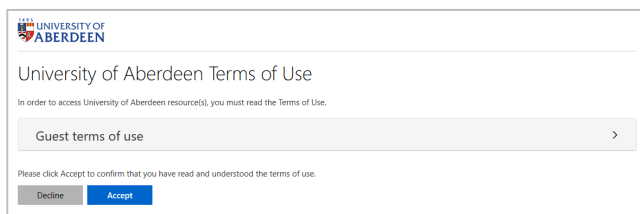
---

## An external colleague who is not a Guest of the University of Aberdeen

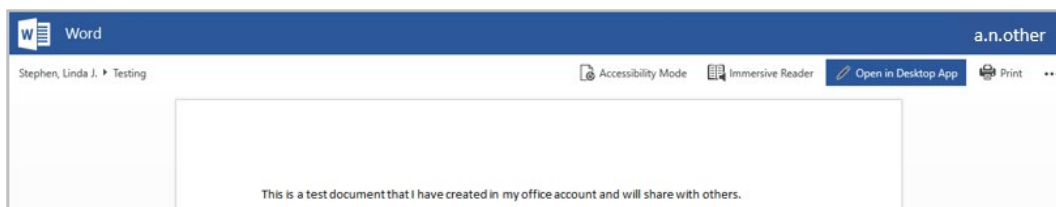
1. They will see a **Request Verification Code** prompt.
2. They should click **Send Code** for a code to be sent to their email address. Again, they should check Spam and Junk mail folders as code might arrive there.
3. They should **enter** this code in the Enter Verification Code window and click **Verify**.



4. The first time your external colleague tries to access a file in the University of Aberdeen domain, they *may* be asked for **more information** and stepped through **additional security verification** where they can choose how to be contacted<sup>1</sup>, e.g. enter a mobile number so they can be sent a code that they can then use to **Verify** their account.
5. They will be prompted to view and accept **University of Aberdeen Guest terms of use**.



6. The file will open in Office 365 online and they can either view or edit it depending on the permissions you set.



## An external colleague who is already a Guest of the University of Aberdeen.

If your external guest has already been invited to view/edit another University of Aberdeen OneDrive file or SharePoint Site or MS Team, they will have already agreed to Guest terms of use for University of Aberdeen, and have set up their method of security verification for their account.

---

<sup>1</sup> Each time they try to open the file online they will be prompted for verification.


---

External colleague with a Microsoft account

1. They will see a **Verify Your Identity** prompt.

Verify Your Identity

You've received a secure link to:

 testing.docx

To open this secure link, we'll need you to enter the email that this item was shared to.

[Next](#)

By clicking Next you allow University of Aberdeen to use your email address in accordance with their privacy statement. University of Aberdeen has not provided links to their terms for you to review.


2. They should **enter** their email address and click **Next**.
3. They will then be prompted to verify their account using the method they chose on first becoming a guest e.g. entering a code received on mobile.
4. They should then see the file.

External colleague with a non-Microsoft account

1. They will see a **Sharing link validation** prompt, quoting their email address.
2. They should click **Next**

Sharing Link Validation


You've received a secure link to:

 testing.docx

Sign in to **a.n.other@gmail.com** and we'll give you access immediately.

[Next](#)

© 2017 Microsoft Privacy & Cookies

 Microsoft

a.n.other@gmail.com

Enter password

[Forgot password?](#)

[Email code to extlindastephen33@gmail.com](#)

[Sign in](#)

3. They will be prompted to enter the **password** they set up when they converted their non-Microsoft account to a Microsoft account when they first went through the process of becoming a guest, and **Sign in**.

- 
4. They will then be prompted to verify their account using the method they chose on first becoming a guest, e.g. entering a code received on mobile.
  5. They should then see the file.

## To stop sharing

Select the file you shared and **click on the 3 vertical dots** (show actions) next to the share icon.

From the menu that appears choose **Manage access**.

You can see who you are sharing the file with and choose to:

- **Stop sharing** to stop anyone having access, *or*
- **Remove** any individuals listed who can view or edit.

## Further information and help

[Guides and Links](#) about OneDrive for Business on Toolkit.

[Microsoft Help on sharing files from OneDrive for Business.](#)

Contact the Service Desk: [https://myit@abdn.ac.uk](mailto:https://myit@abdn.ac.uk)