

External Sharing Options

Collaborate with on- and off-campus users

Expanded sharing and collaboration options in Microsoft OneDrive and Teams



Security Tips



Never share documents/folders containing sensitive <u>Level 1 data</u>.



Only invite trusted guests for specific Teams participation.



Guest access to a file or a team expires after 180 days - but can be renewed with a new link or invite.

Sharing Files 🧲

Need to securely share a file with someone off-campus?



The default sharing option in OneDrive is now "People you specify can edit." This allows you to include users from outside the organization:





Microsoft subscribers login to view the shared file, and non subscribers are emailed a one-time passcode to enter into a verification screen.

Didn't get the code? Check the junk mail or spam folder.

Guests in Teams

Need to invite someone off-campus to join your Microsoft Team? They'll need an active Microsoft 365 account or can create a free guest account.



Type in the email address of your guest. They'll receive an email to join the team.

- Only Team Owners can add new team members
- Outside guest access expires after 180 days

	me, distribution list, or security group to add to outside your organization as guests by typing th	
tecta@b	.com	Add
🚯 Add te	sta@b	
-		
•		
•		
•		

<u>csus.edu/microsoft365</u>

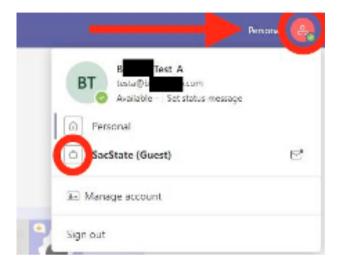


External Sharing Options

Collaborate with on- and off-campus users

2

On the Team Welcome Page, the invited guest needs to change from "Personal" to "SacState (Guest)" to access the Team they've been invited to join.



<u>csus.edu/microsoft365</u>

They'll create a Microsoft guest user account and set their preferred display name they'll use when participating on the team.

Next, they'll enter a verification code sent to their email address, followed by a screen requesting permissions from the user. Welcome your new team member!

Set up your account with Microsoft	Set up your account with Microsoft	Microsoft
You'll use it to access resources in the SacState organization, and applications from Microsoft.	Check your email for your verification code. Didn't get the email? Check your Junk folder or try again.	Review permissions
testa@bcom 	Werification code By clicking Finish you agree to the Privacy Statement and terms and conditions. You understand you are setting up an account with Microsoft. An administrator of your organization may later assume control over your account and data and restrict what you can do with your account. Your name, email address, and organization name will be visible to other people in your organization. Finish Back	 SacState mysecrittedexamicmeeth.com This resource is not shared by Microsoft. The organization SacState would like to: Sign you in Read your name, email address, and photo Not shuld only accept if you must facilitie by accepting you also this organization to access and process your data to be required and mixture account account and individual account and individual and provided a link to their privacy statement for you to remew. SacSubte may be information and https://myspps.microsoft.com/mysestatedex
Disclaimer: The website you are attempting to access is not under Microsoft's control. Learn more.	Disclaimer: The website you are attempting to access is not under Microsoft's control. Learn more.	Cancel Accept

