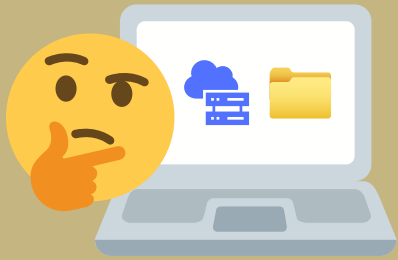


# External Sharing Options

*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 Level 1 data.*



*Only invite trusted guests for specific Teams participation.*



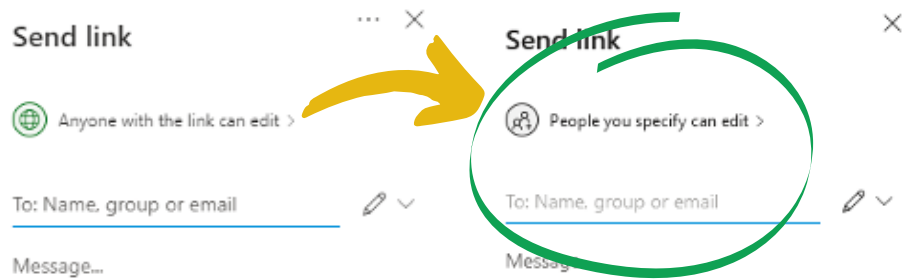
*Guest access to a file or a team expires after 180 days - but can be renewed with a new link or invite.*

## Sharing Files



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

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



- 2 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.*

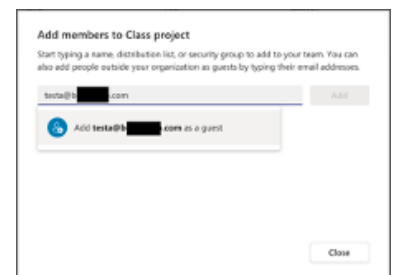
## Guests in Teams

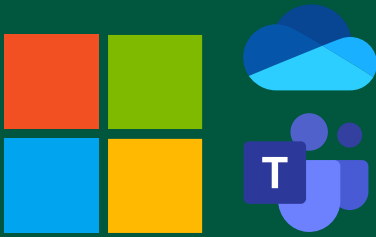


Need to invite someone off-campus to join your Microsoft Team? They'll need an active Microsoft 365 account or can create a free guest account.

- 1 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

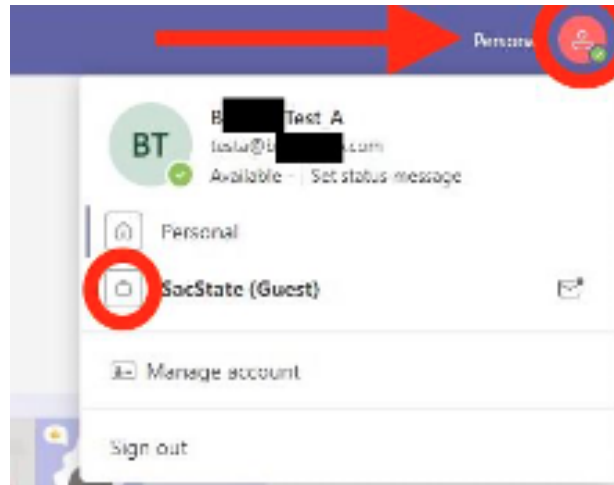




# External Sharing Options

*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.



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

**4** 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!

