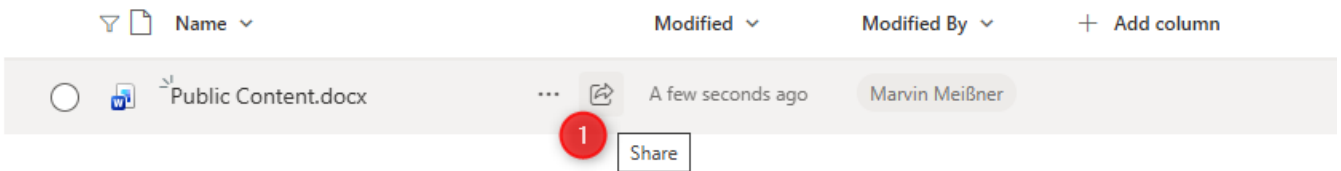


SharePoint

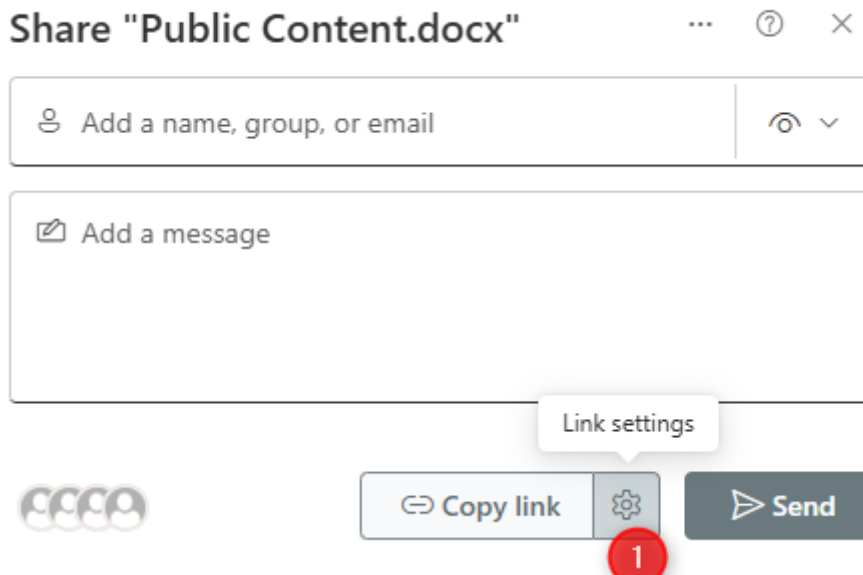
- [Sharing in SharePoint](#)

Sharing in SharePoint

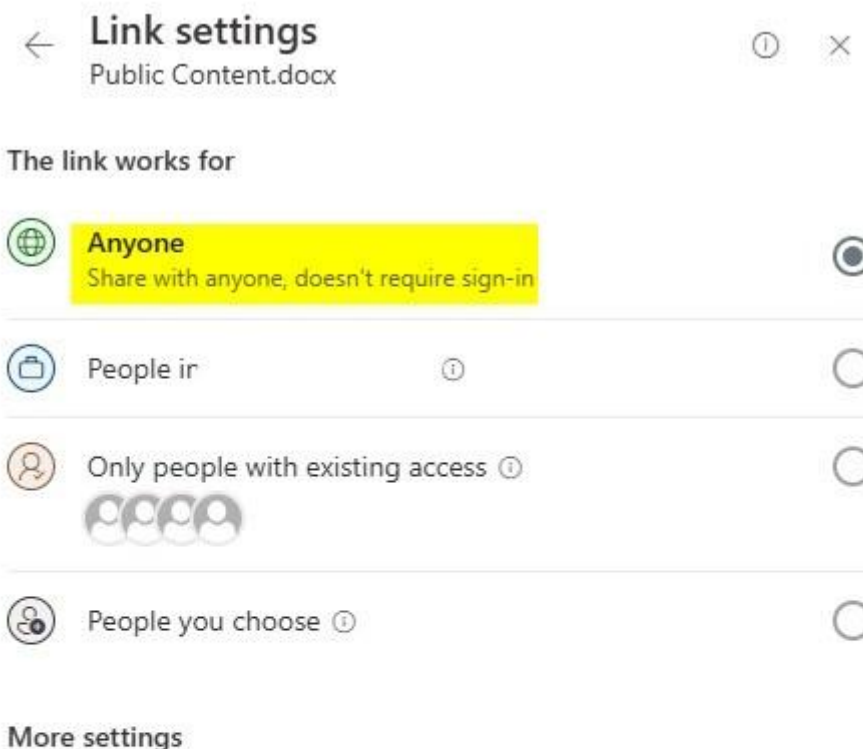
- Upload the data you want to share
- Hover over the document or folder you want to share and click on the **Share** symbol



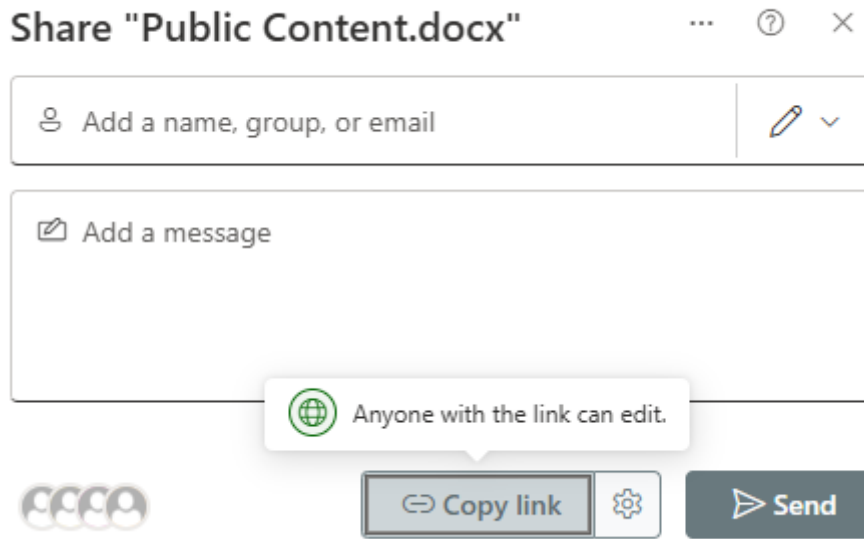
- Modify the **link settings** by clicking on the gear symbol



- Feel welcome to adjust the settings as you like



- When sharing files or folders in SharePoint, always choose *Can view by default* and only use *Can edit* if real collaboration is required. Please always set an *expiration date*. This date should be as short as appropriate. You may add an additional *password* if you like.



- You can copy or send the link now