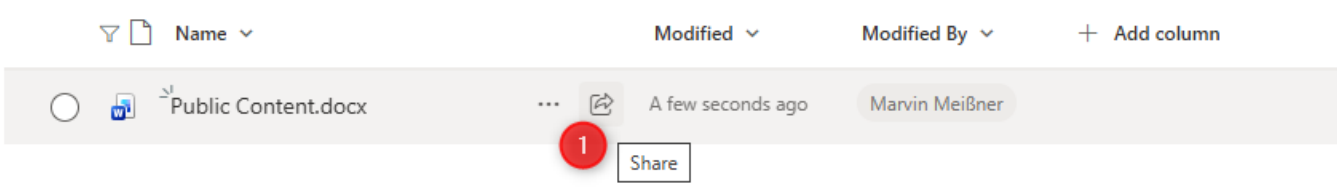
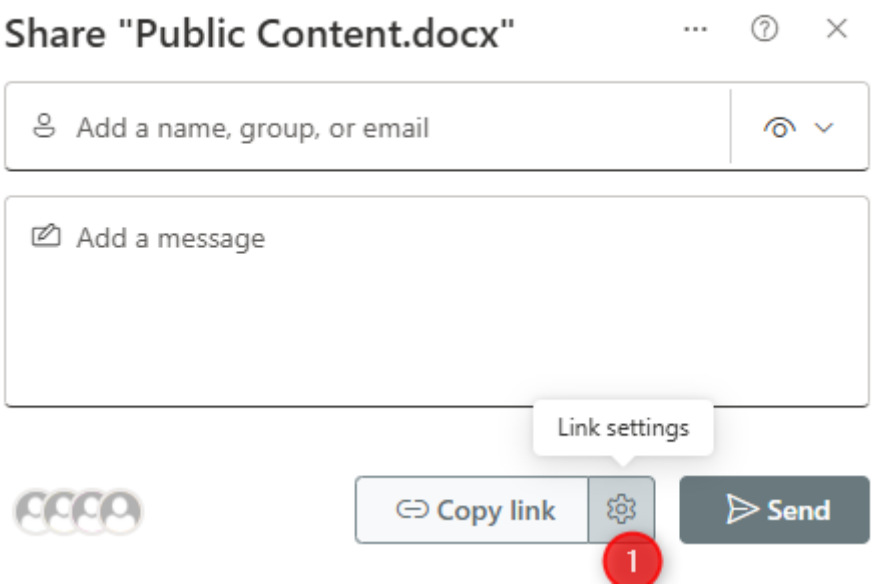
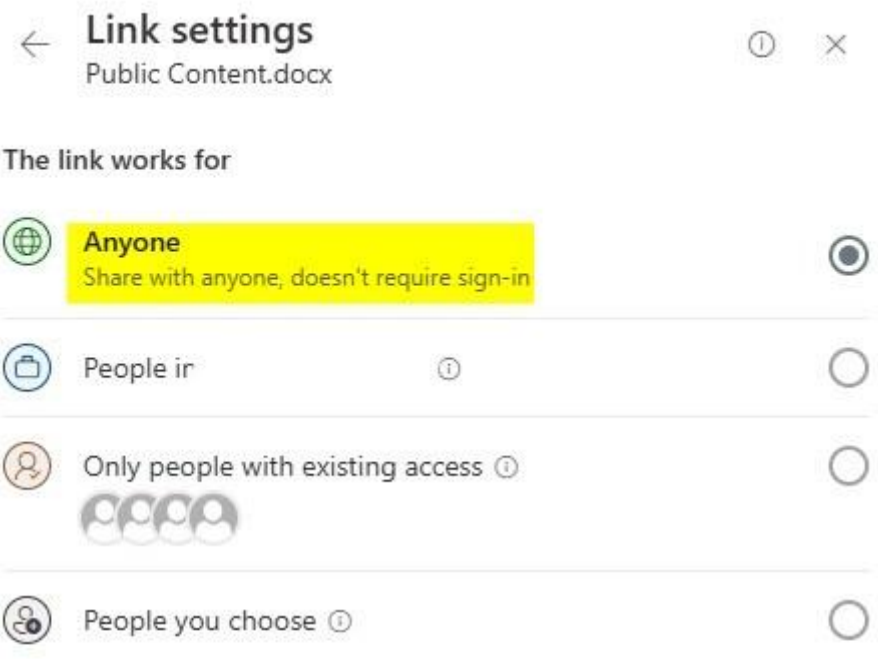
Sharing in SharePoint

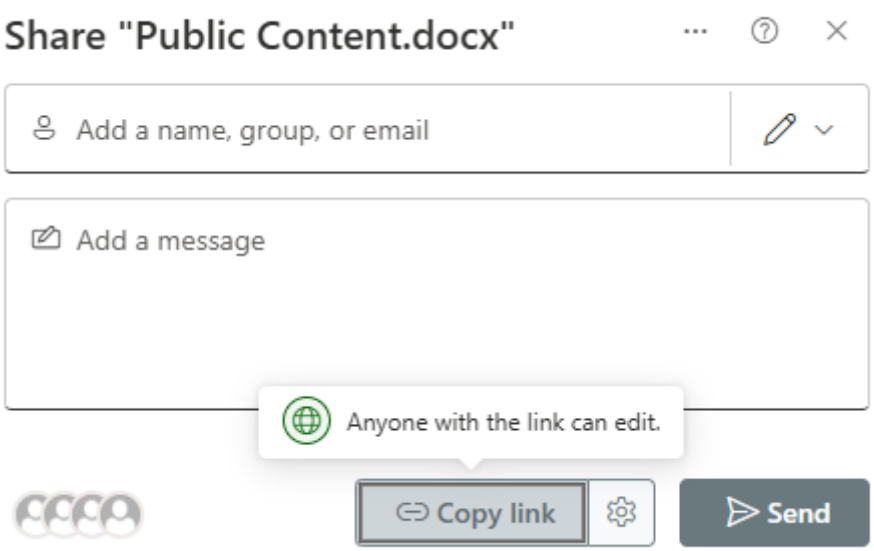
- Upload the data you want to share
- Hover over the document or folder you want to share and click on the **Share** symbol
- 

- 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

Version #12
Erstellt: 2026-03-10 09:19:34 UTC von Marvin Meißner
Zuletzt aktualisiert: 2026-03-10 11:37:53 UTC von Marvin Meißner