

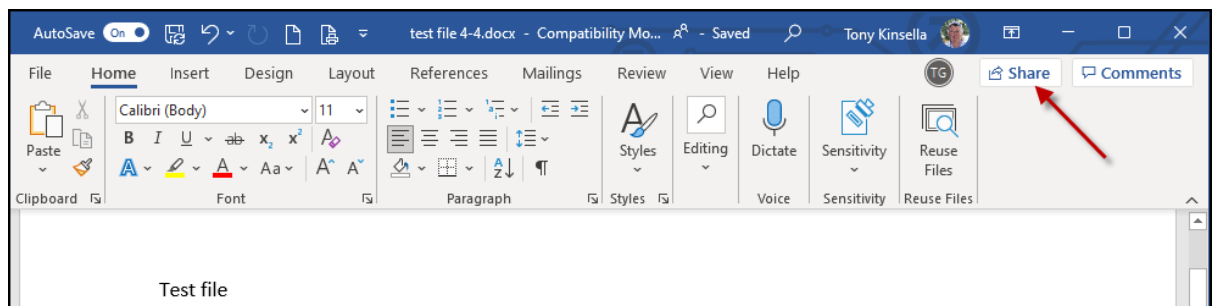
How to Share Documents with Non SJOG Users

Documents can be shared with Non SJOG Users and they do not need to have an MS365 account.

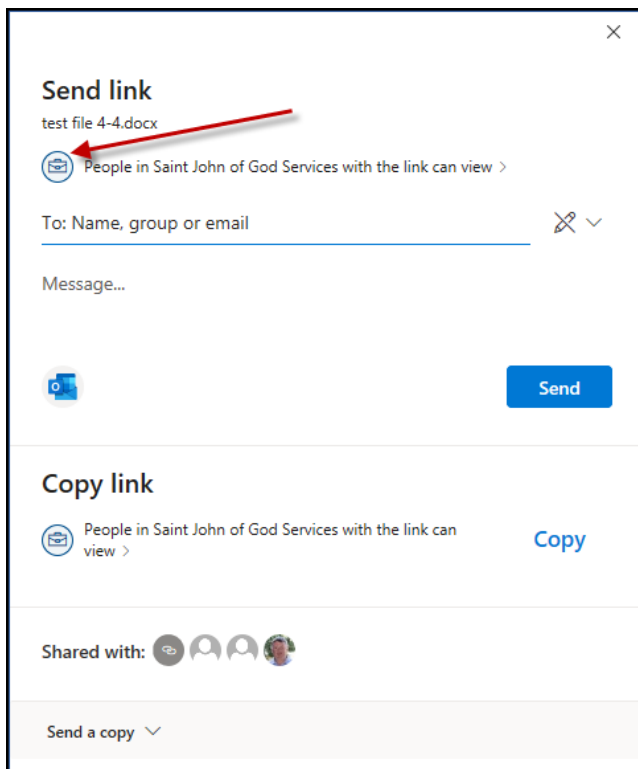
The document being shared must reside in your OneDrive or Teams Files and must be a Word, Excel or PowerPoint document.

Sender Configuration

1. Open the file you want to share from OneDrive or Teams Files
2. Select the Share button

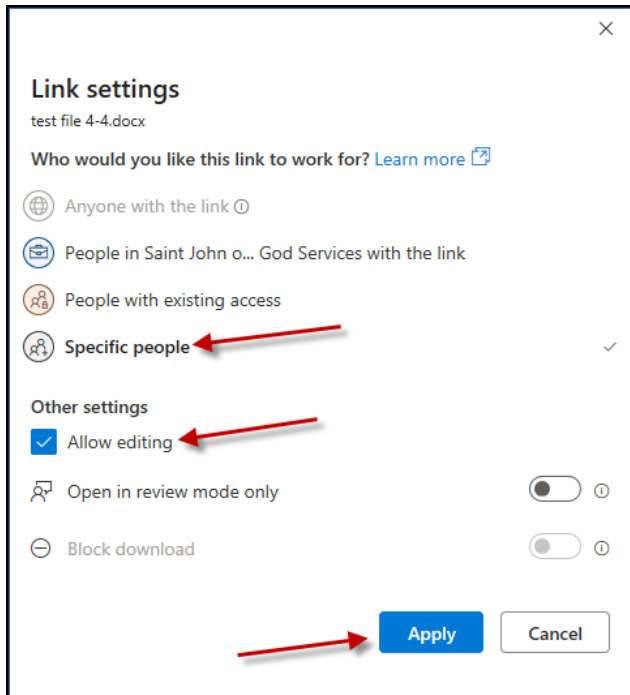


3. In the Share Link window click on the Briefcase icon to open the Link Settings.

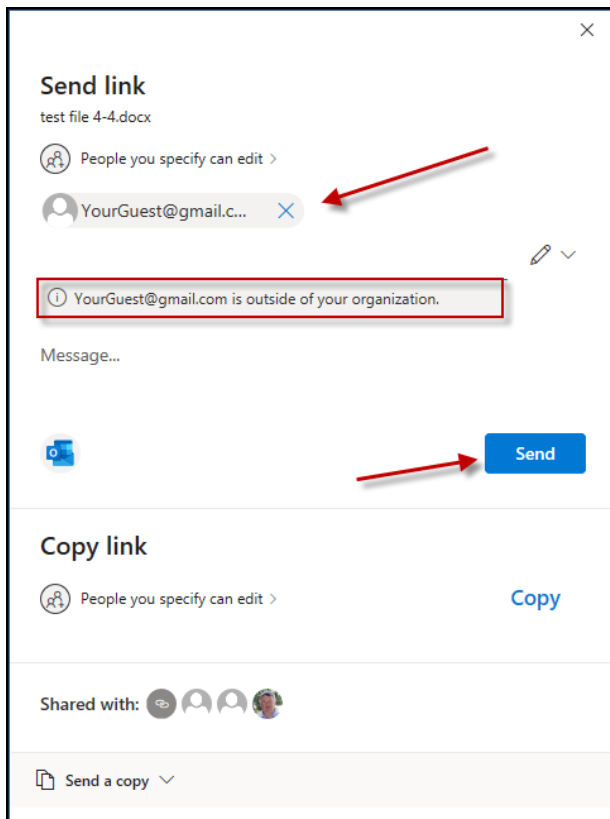


4. Select **Specific people**

5. You can then decide which **Other settings** to configure.
 - a. Allow editing
 - b. Open in review mode only
 - c. Block Download.
6. Click Apply



7. Back in the Send link window add recipients in People you specify can edit. E.G YourGuest@gmail.com. Note once selected that you will be notified that “YourGuest@gmail.com is outside of your organisation”
8. Select Send.



This will send a link to this document to the user you have permitted to access this document allowing them to edit it in collaboration with you and other permitted users.

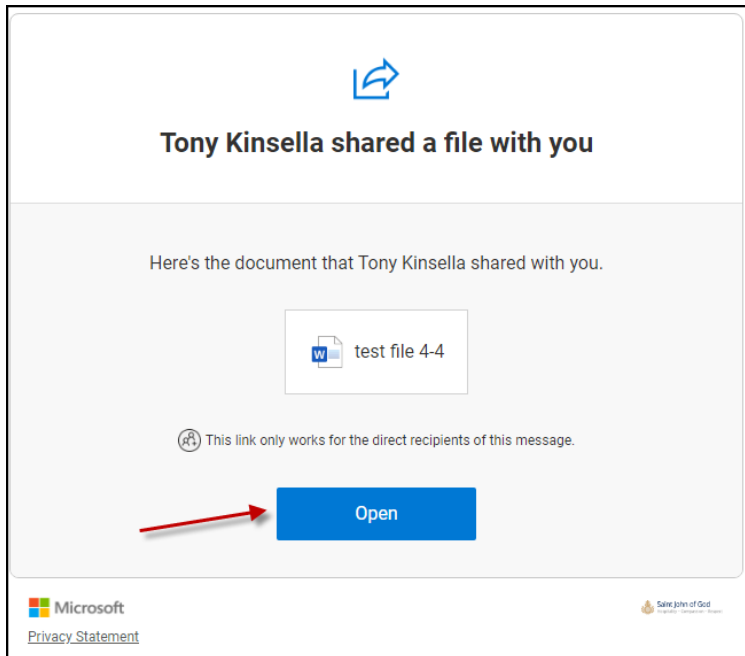
Should you want to send them a copy of the document select the Send a copy button.

Guest/External User side

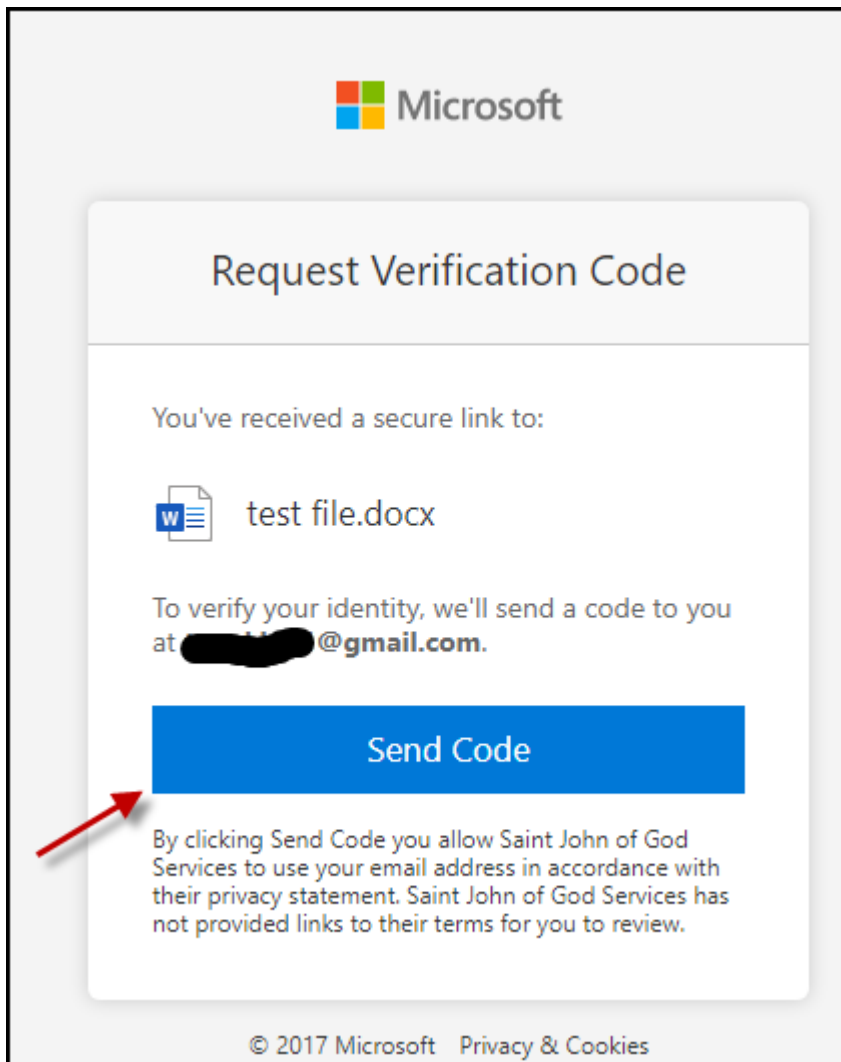
The guest will receive an email in the Email client e.g. Gmail.

Please note this email may initially end up in the Junk folder and should be moved to Inbox.

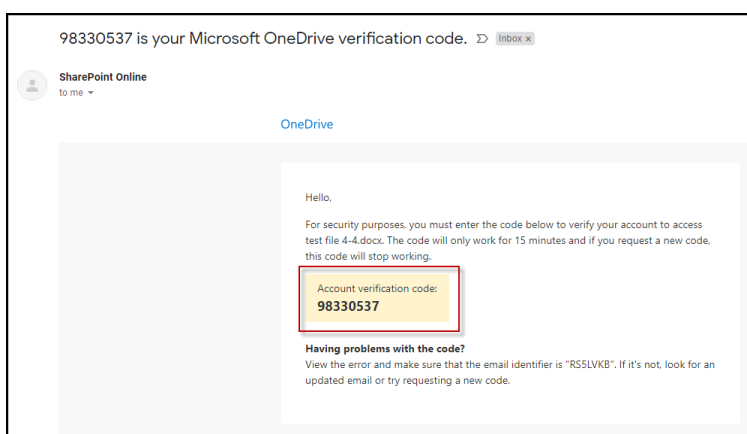
1. Select the Open button in the Shared email.



2. If this is the first time they are receiving an email from SJOG MS365 they will be prompted to Send Code.



3. They will then be asked to Enter code, which they will receive in an email from SharePoint Online with their Verification Code.



Once verified the document will open in MS Word/Excel in the users browser allowing them to edit the document.

Sharers Side

Once the Guest user has accessed the file you will receive an email SharePoint Online notifying you that the Guest has accessed the File.

