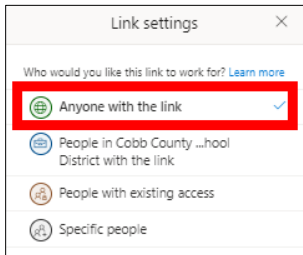
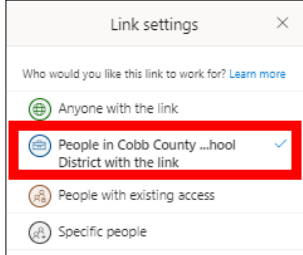
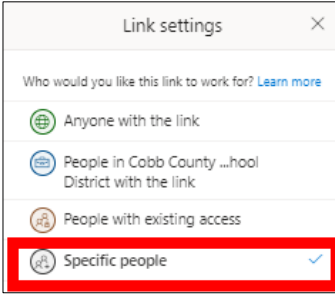


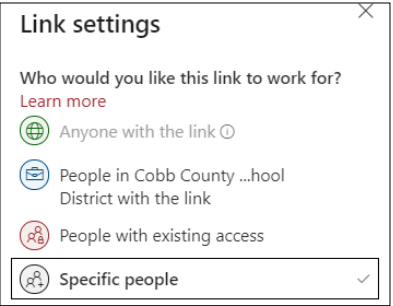
Microsoft Sharing Options and Best Practices

These directions will explain the different Microsoft sharing options and provide best practices for sharing links.

Microsoft Sharing Options from OneDrive

When sharing a file or folder, Microsoft offers the following options:

<p>Anyone with the link</p>	<p>This link allows anyone (staff, students, parents, and others) to access the file. It is a public link.</p> <p><i>Note: If this type of link is forwarded, anyone who receives the link can open it.</i></p>	 <p>The screenshot shows the 'Link settings' dialog box with the question 'Who would you like this link to work for?'. The option 'Anyone with the link' is selected and highlighted with a red box.</p>
<p>People in Cobb County School District</p>	<p>This link allows everyone in the school district (staff and students) to access the file.</p> <p><i>Note: If this type of link is forwarded, anyone with access to employee or student credentials can open it.</i></p>	 <p>The screenshot shows the 'Link settings' dialog box with the question 'Who would you like this link to work for?'. The option 'People in Cobb County School District with the link' is selected and highlighted with a red box.</p>
<p>People with existing access</p>	<p>This link allows access for anyone that has existing access to the file. This can include a link that has previously been shared to a group or individual, or a file that has been added to a SharePoint that a person or a group of people have access to.</p>	 <p>The screenshot shows the 'Link settings' dialog box with the question 'Who would you like this link to work for?'. The option 'People with existing access' is selected and highlighted with a red box.</p>
<p>Specific people</p>	<p>This link only works for the specific people that are entered in the share field. The system sends an e-mail to those people to access the file. The file is also accessible in OneDrive Shared Files.</p> <p><i>Note: This is the most secure way to share documents and files.</i></p>	 <p>The screenshot shows the 'Link settings' dialog box with the question 'Who would you like this link to work for?'. The option 'Specific people' is selected and highlighted with a red box.</p>

<p>Note: Local school SharePoint sites, SharePoint sites from Teams, and Other user-created SharePoint sites do not allow sharing to “Anyone with the link.”</p>	<p>To share a file with people outside of the organization from a SharePoint (i.e. a parent), the file will need to be downloaded and saved in the staff member’s OneDrive for the ability to share using “anyone with the link.”</p>	
---	---	---

Microsoft Sharing Best Practices with Parents and Students

If you are sharing with parents – Provide the “**Anyone with the link**” share link from a file in OneDrive. Remember that an “anyone” link is a public link and can be accessed by anyone that clicks on the link.

If you are sharing with students – Provide the “**People in Cobb County School District**” link from a file in OneDrive, which requires students to sign in to view the document.

To limit who has access to the file, choose “**specific people**,” and type in everyone’s name to grant the most secure access.