Sharing files stored on SharePoint

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How to share a file that is saved on SharePoint

To share a link by copying the link from SharePoint and emailing it to a recipient, follow these steps:

Step 1: Obtain the Shareable Link from SharePoint

Navigate to the Document or Folder:

Open your web browser and log in to SharePoint.

Navigate to the document or folder you want to share.

Access the Share Option:

Find and select the "Share" option. This is usually represented by an icon with the outline of a person and a "+" sign.

Get a Link:

In the sharing options, select the option to "Get a link." This will generate a shareable link to the document or folder.

Copy the Link:

Once the link is generated, click on the "Copy link" button. This will copy the link to your clipboard.

Step 2: Compose an Email and Paste the Link

Open Email Client:

Open your email client or webmail service.

Compose a New Email:

Start composing a new email message.

Add Recipient(s):

Enter the recipient's email address in the "To" field.

Paste the Link:

Click in the body of the email where you want to insert the link.

Right-click and select "Paste" (or use the keyboard shortcut Ctrl + V on Windows or Command + V on macOS) to paste the link into the email.

Add Message (Optional):

Optionally, add a message to the email to provide context or instructions for the recipient.

Send the Email:

Once the email is ready, click the "Send" button to send the email with the shared link to the recipient.

Additional Tips:

Make sure the recipient has appropriate permissions to access the document or folder in SharePoint.

Consider adjusting the sharing settings in SharePoint if you need to restrict access or change permissions for the shared link.

Test the link yourself before sending the email to ensure it directs recipients to the correct document or folder.

Contact IT Support: If none of the above steps resolve the issue, contact your IT support team for further assistance. They may need to perform additional troubleshooting or repairs to resolve the problem.