**Preventing anonymous document sharing**

In this quick section, we want to implement a company policy to prevent anonymous document sharing. This will require invited guests to log in with their email address.

1) Log into you tenant

<https://login.microsoftonline.com/>

2) Click on the Admin Center 'App' Note: if you are already logged in you can also find the app from the App launcher menu in the top left corner (aka "the waffle").

Machine generated alternative text:
MOD Administrator 
Good afternoon 
Search online documents 
Install Office 2016 
Other installs 
Power 31 
Mail 
Delve 
Calendar 
People 
Word 
i; 
Teams 
Yammer 
Dynamics 365 
PowerPoint 
Store 
OneDrive 
OneNote 
MyAnaIytics 
SharePoint 
Admin 
Planner 
Security & 
Compliance 
Tasks 
PowerApps

3) In the left navigation, expand **Settings** and click **Security & privacy**.

Machine generated alternative text:
Office 365 
Home 
Users 
Groups 
Resources 
Billing 
Support 
Settings 
Setup 
Reports 
Health 
Admin centers 
Admin center 
Home 4 
Search users, groups, settings or tasks 
Office 365 Enterprise E5 setup is incornplete_ Get sorrpone to help you. 
Personalize sign-in 
Billing > 
Total balance: 
Add users 
None 
Get apps 
Connect domain 
Go to setup 
Users > 
Add a user 
Delete a user 
Edit a user 
Reset a pass*Md 
Service health 
Some services have posted advisories 
G) 4 advisories 
In trial: Buy now 
Offce software 
Install my software 
Share the download link 
Software download settings 
Troubleshoot installation 
Suggested features > 
• Check back later for 
suggested features 
Dornains 
Add a domain 
Delete a domain 
Edit a domain 
Check health 
Help users get start 
Help your users get started 
365 by using ready to send 
• Install •Office Apps 
• Productivity Solutions 
• And more! 

4) On the security and privacy page, find **Sharing** and click **Edit**.

Machine generated alternative text:
Home > Security & privacy 
Password policy 
Set policy for a 
p—ds 
abm_lt 
Customer Lockbox 
Set for data a 
Require for all data 
Sharing 
geple 
Let to 
n nizyti 
Edit 
Edit 
Edit 
Let your people reset their own passwords 
m it in AD %min Enter. 
turn 
p.rd to to follming æbsite they up their 

5) On the sharing screen, **Let users add new guests to the organization** is a prerequisite for sharing documents externally. Click the Site Setting button which conveniently will launch the settings for external sharing.

Machine generated alternative text:
Sharing 
Let users add new guests to the organization 
Learn more about guests in your organization 
To Chan* ßur shæing settings to ga to 
Site settinas 
Save 
Close 

 6) If you wanted to lock down any external sharing, you would toggle the External sharing switch to off. In our case, we want to choose New and existing external users (sign-in-required) to prevent sharing business documents anonymously.

Machine generated alternative text:
External sharing 
External sharing 
Let users share SharePoint Online and One-Drive for Business content with 
people outside the organization 
C) Only (si n 
and g (sign -in —u 
Don't see what you're looking for? 
Go to the SharePoint admin center to manage additional settings art vie-w 
site collections Cf 
Save 
Cancel 