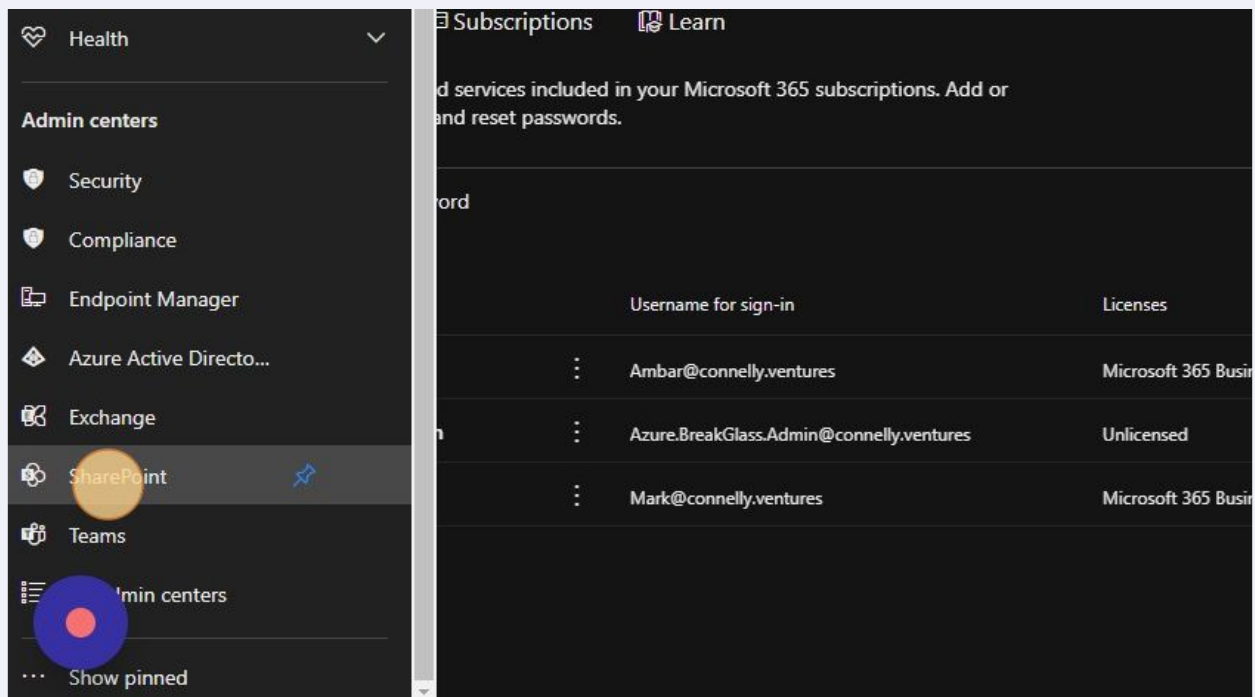


How to Configure SharePoint Online Sharing Policies

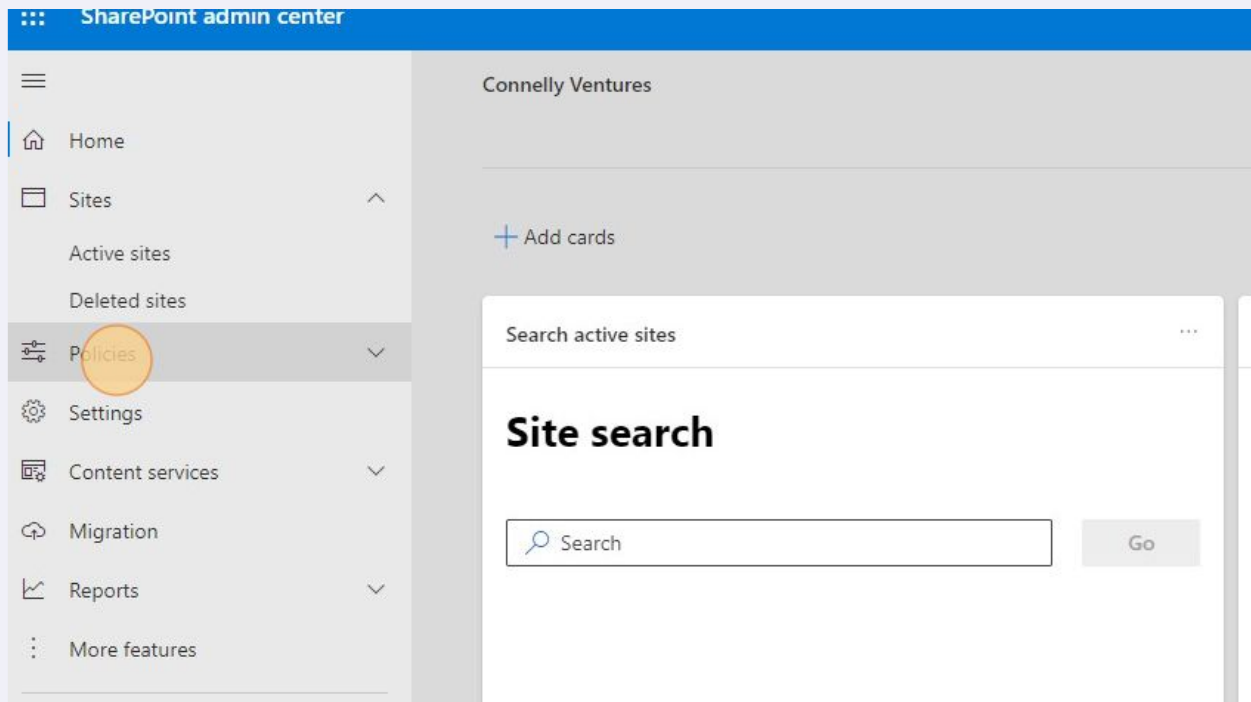
In this guide, we walk through configuring SharePoint Online sharing policies.

1 Navigate to admin.microsoft.com

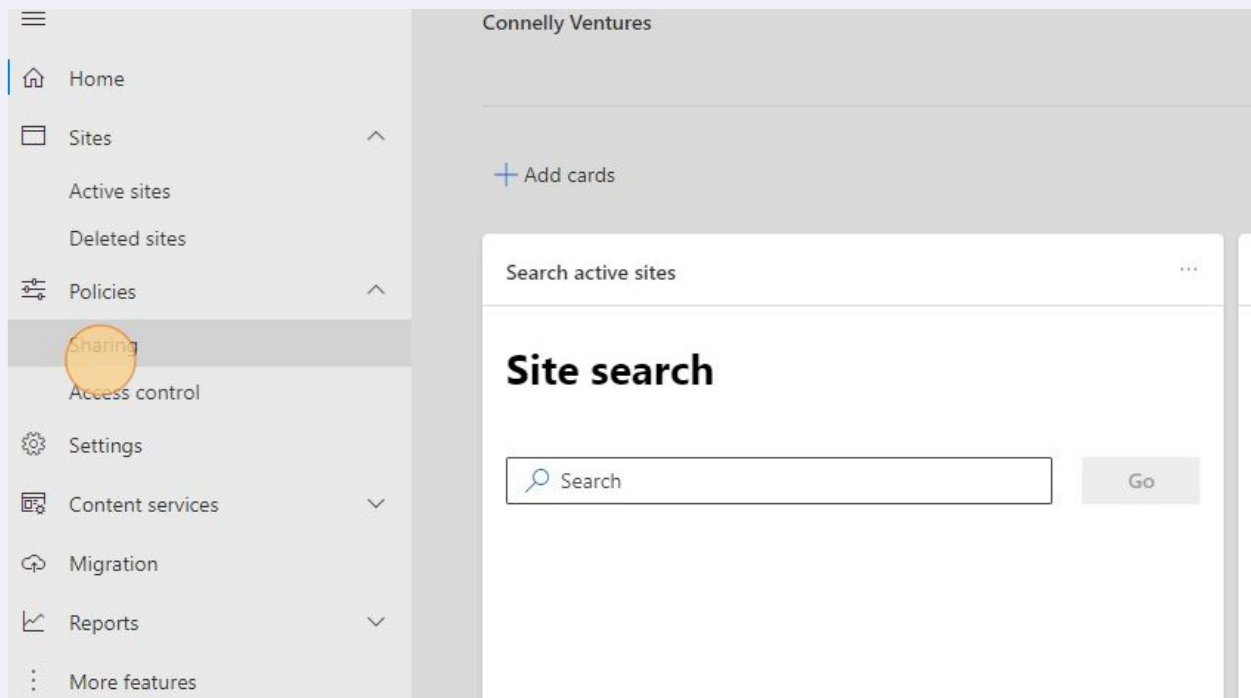
2 Click "SharePoint"



3 Click "Policies"



4 Click "Sharing"



5

Click the slider bar under "Content can be shared with: SharePoint"

Move it to "New and existing guests"

Use these settings to control sharing at the organization level in SharePoint and OneDrive. [Learn more about managing sharing settings](#)

External sharing

Content can be shared with:

SharePoint **OneDrive**

Most permissive **Least permissive**

Anyone
Users can share files and folders using links that anyone can open.

New and existing guests
Guests must sign in or provide a verification code.

Existing guests
Only guests already in your organization's directory.

Only people in your organization
No external sharing allowed.

You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

6

Click "More external sharing settings"

Least permissive **Most permissive**

New and existing guests
Guests must sign in or provide a verification code.

Existing guests
Only guests already in your organization's directory.

Only people in your organization
No external sharing allowed.

You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

More external sharing settings

File and folder links

Choose the type of link that's selected by default when users share files and folders in SharePoint and OneDrive.

☐ Specific people (only the people the user specifies)

☒ Only people in your organization

7 Click "Limit external sharing by domain"

Sites

- Active sites
- Deleted sites

Policies

- Sharing
- Access control

Settings

Content services

Migration

Reports

More features

Customize navigation

Show all

Guests must sign in or provide a verification code

Existing guests
Only guests already in your organization's directory are allowed to share.

Only people in your organization
No external sharing allowed.

Least permissive

You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

More external sharing settings ▾

- ☒ Limit external sharing by domain
- ☐ Allow only users in specific security groups to share externally
- ☐ Guests must sign in using the same account to which sharing invitations are sent
- ☒ Allow guests to share items they don't own
- ☐ Guest access to a site or OneDrive will expire automatically after this many days
- ☐ People who use a verification code must reauthenticate after this many days [Learn](#)

8 Click "Add domains"

Reports

More features

Customize navigation

Show all

Guests must sign in or provide a verification code

Existing guests
Only guests already in your organization's directory are allowed to share.

Only people in your organization
No external sharing allowed.

Least permissive

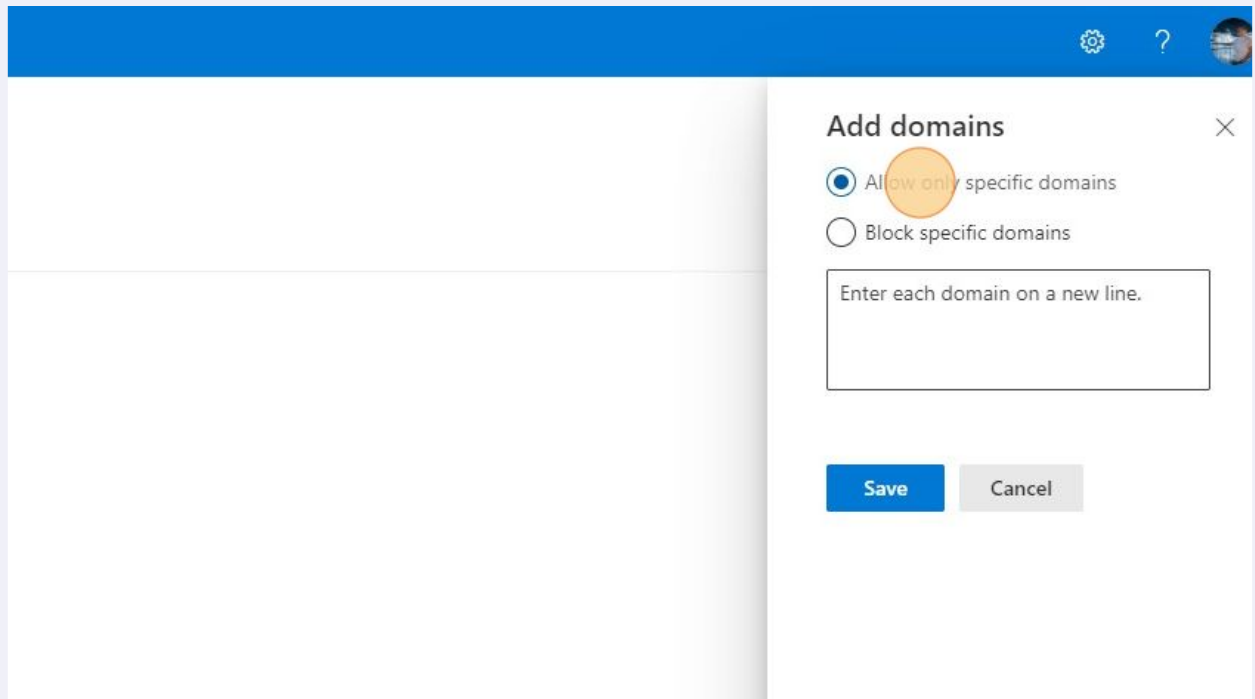
You can further restrict sharing for each individual site and OneDrive. [Learn how](#)

More external sharing settings ▾

- ☒ Limit external sharing by domain
- ☐ Allow only users in specific security groups to share externally
- ☒ Guests must sign in using the same account to which sharing invitations are sent
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- ☒ Guest access to a site or OneDrive will expire automatically after this many days
- ☒ People who use a verification code must reauthenticate after this many days [Learn](#)

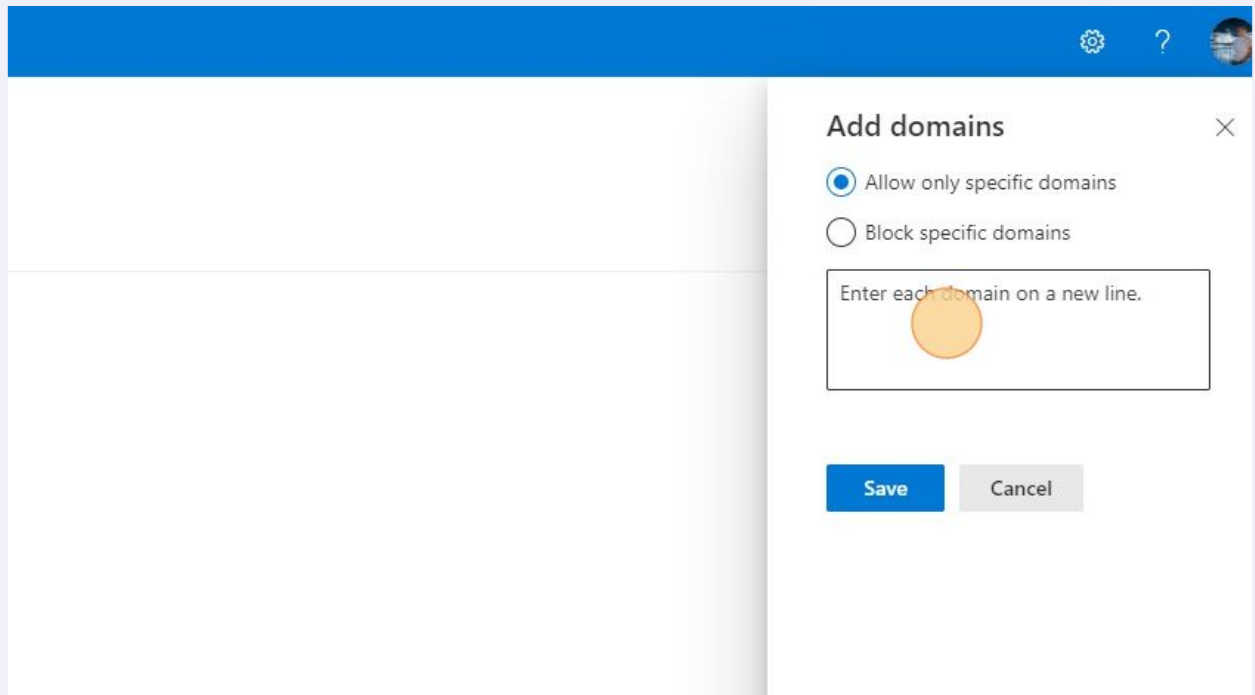
Add domains

9 Click "Allow only specific domains"



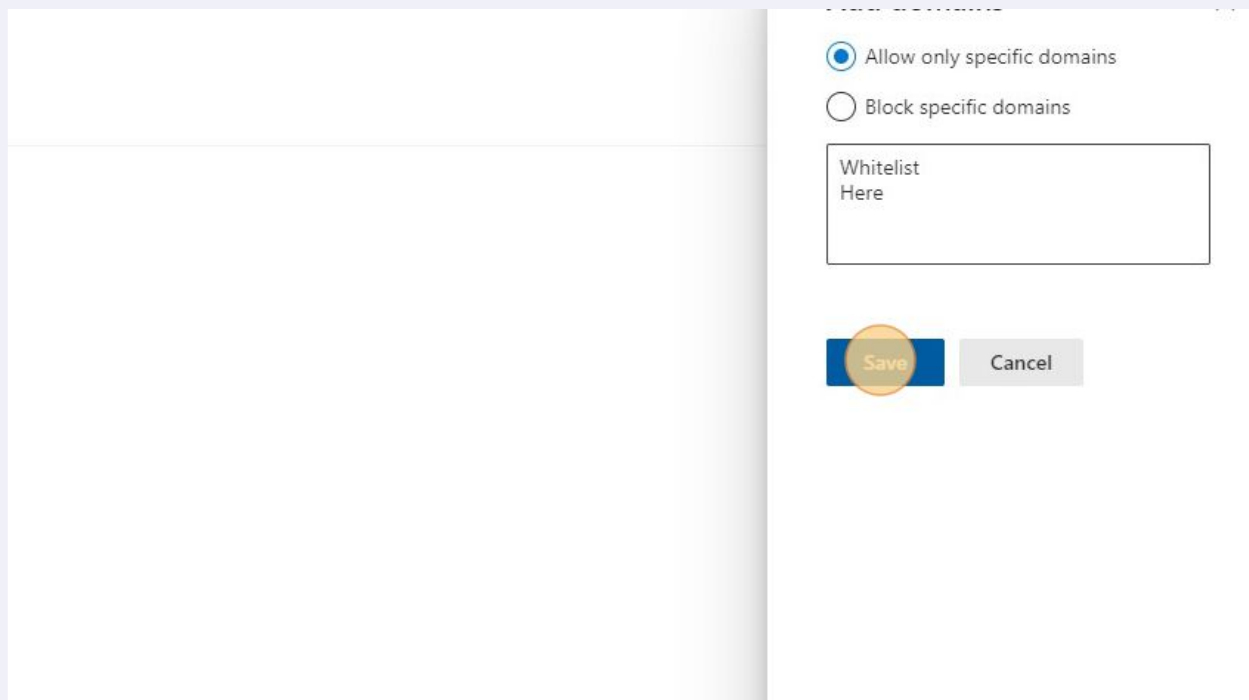
The screenshot shows a software interface with a blue header bar containing a gear icon, a question mark, and a user profile picture. A modal dialog box titled "Add domains" is open on the right side. It features two radio buttons: "Allow only specific domains" (which is selected and highlighted with an orange circle) and "Block specific domains". Below the radio buttons is a text input field with the placeholder text "Enter each domain on a new line.". At the bottom of the dialog are two buttons: "Save" (in blue) and "Cancel" (in grey).

10 Click the "Enter each domain on a new line." field and enter your white list of domains that your business interacts with.

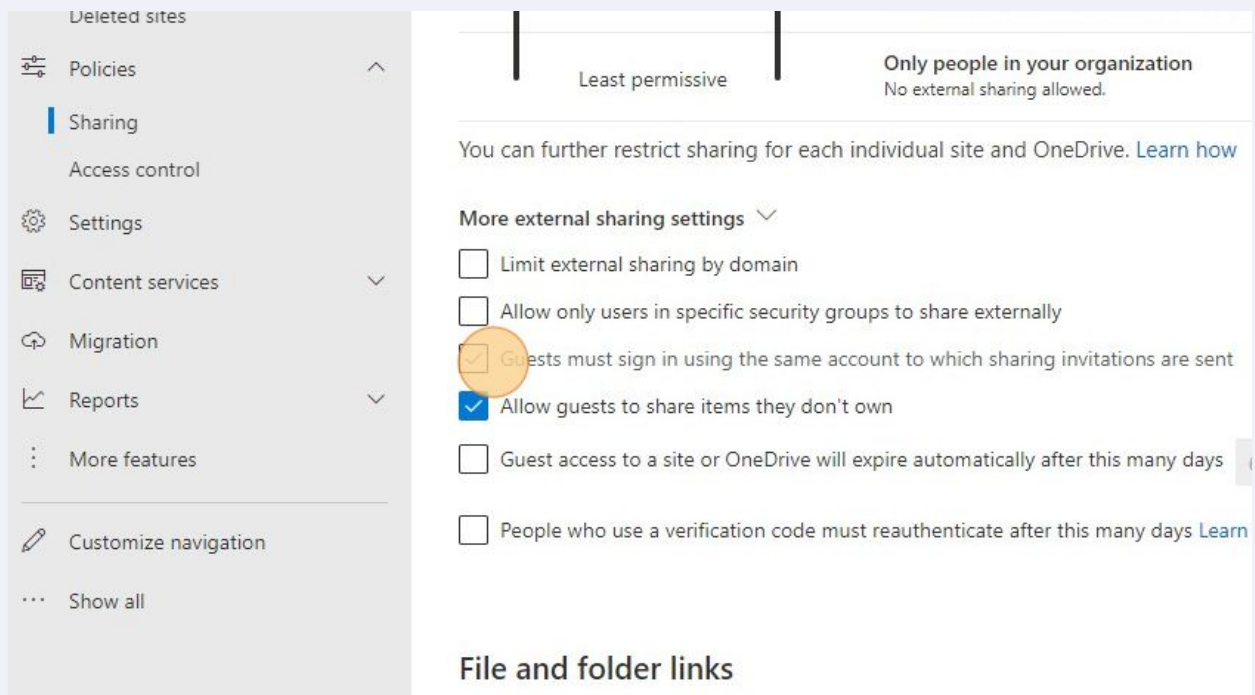


This screenshot is identical to the one above, showing the "Add domains" dialog box. However, an orange circle is now placed over the text input field containing the placeholder "Enter each domain on a new line.", indicating the next step in the process.

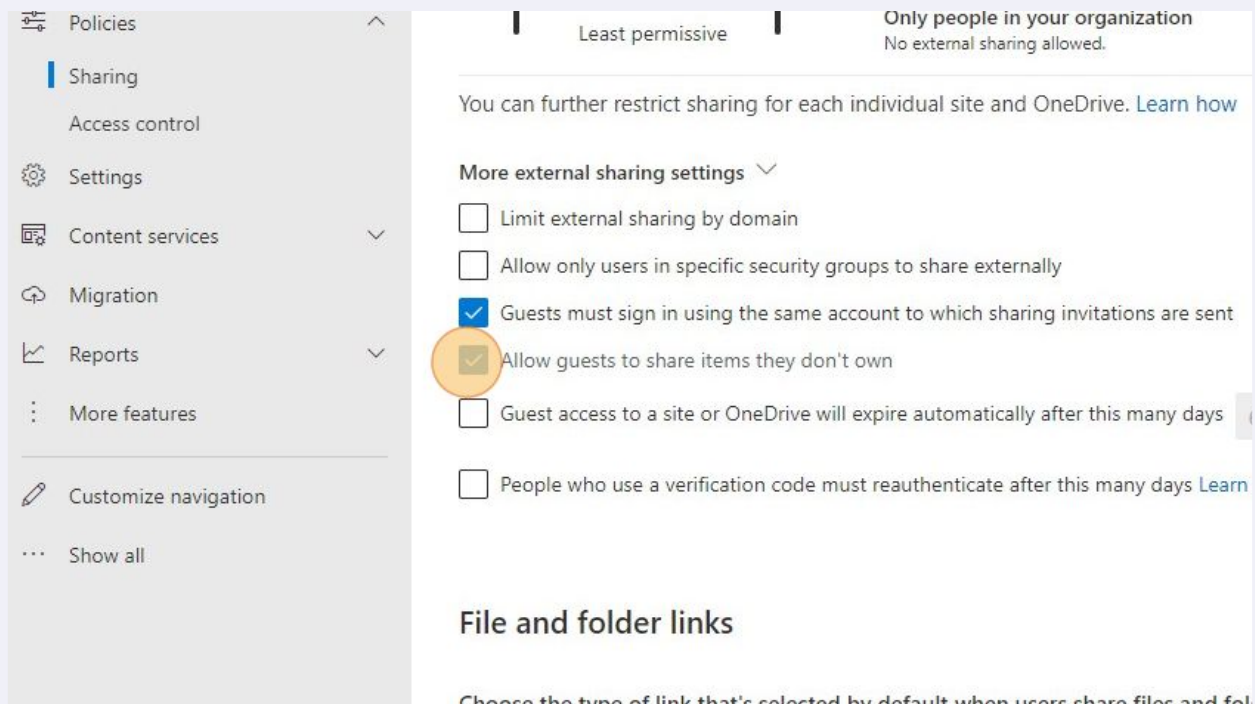
11 Click "Save"



12 Enable "Guests must sign in using the same account to which sharing invitations are sent"

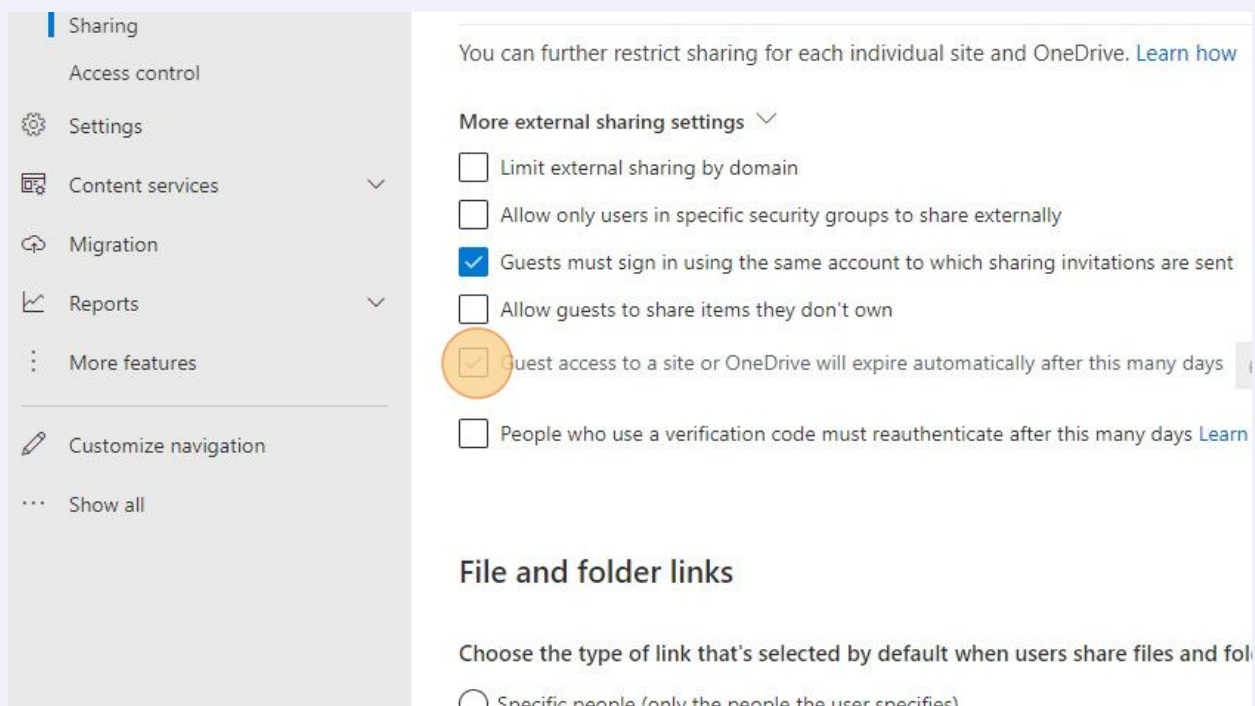


13 Disable "Allow guests to share items they don't own"



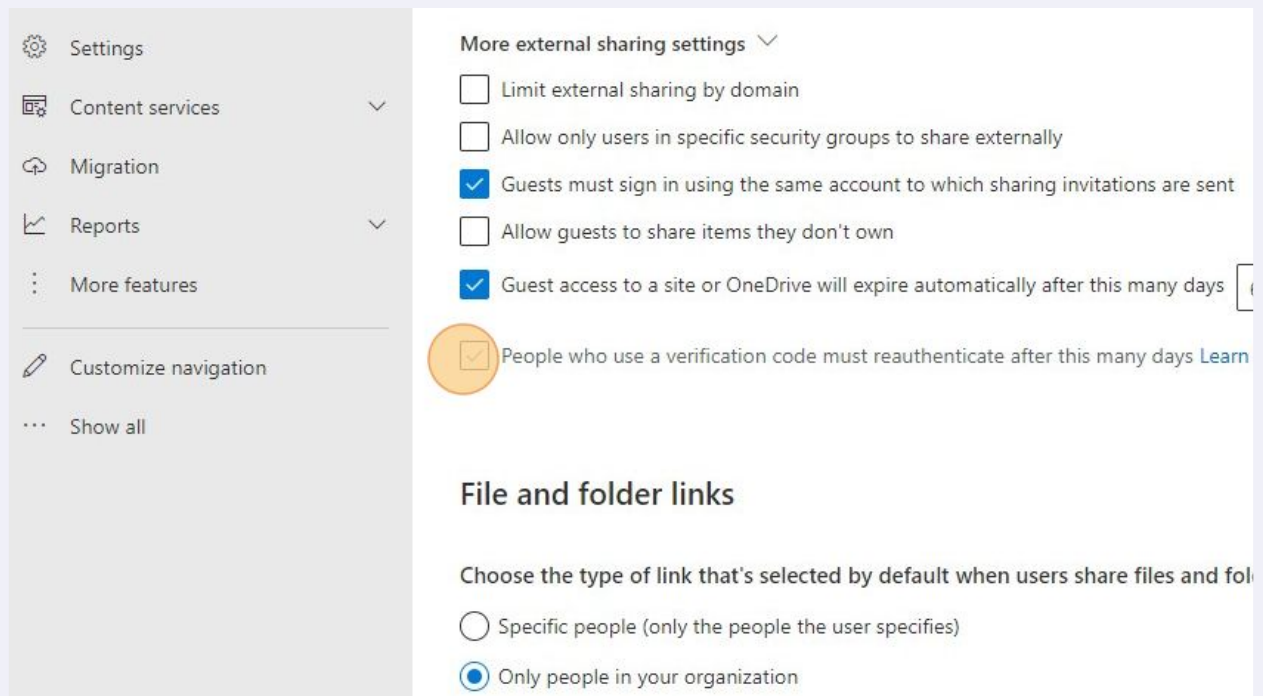
14 Click "Guest access to a site or OneDrive will expire automatically after this many days"

The default value should be "60"



15

Click "People who use a verification code must reauthenticate after this many days"



Settings

Content services

Migration

Reports

More features

Customize navigation

Show all

More external sharing settings

- ☐ Limit external sharing by domain
- ☐ Allow only users in specific security groups to share externally
- ☒ Guests must sign in using the same account to which sharing invitations are sent
- ☐ Allow guests to share items they don't own
- ☒ Guest access to a site or OneDrive will expire automatically after this many days
- ☒ People who use a verification code must reauthenticate after this many days [Learn more](#)

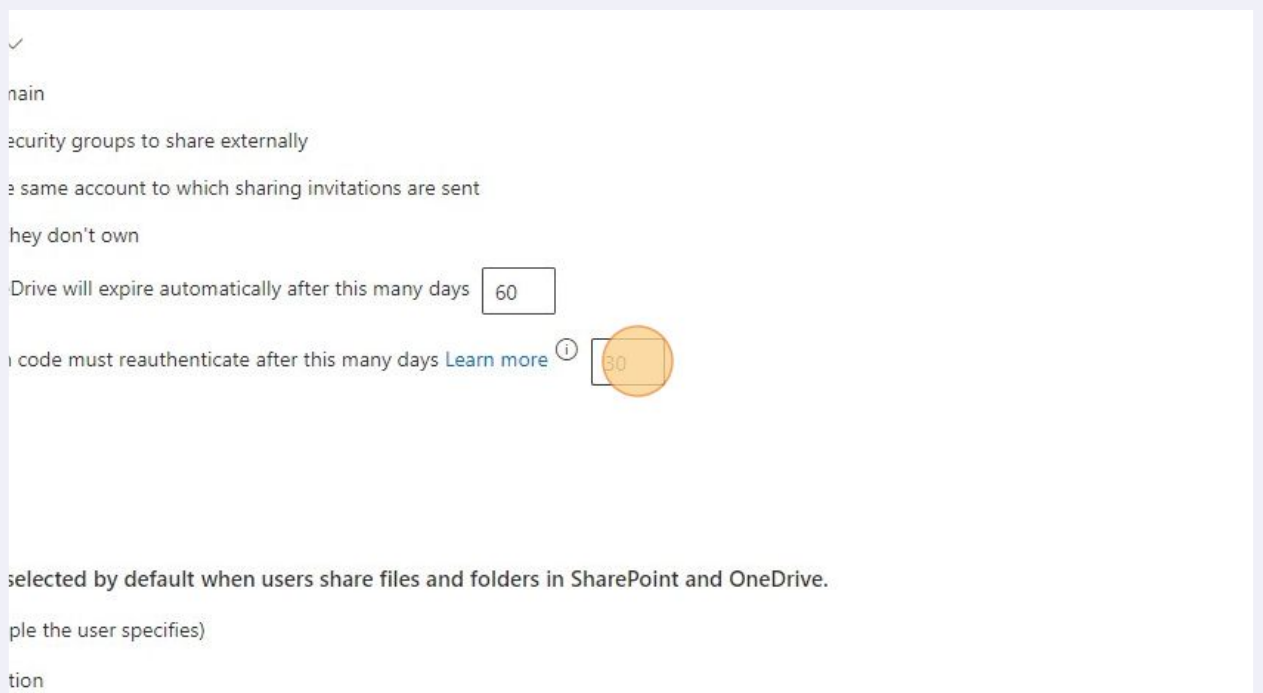
File and folder links

Choose the type of link that's selected by default when users share files and folders

- ☐ Specific people (only the people the user specifies)
- ☒ Only people in your organization

16

Set this field to "7"



main

security groups to share externally

the same account to which sharing invitations are sent

they don't own

Drive will expire automatically after this many days 60

code must reauthenticate after this many days [Learn more](#) 60

selected by default when users share files and folders in SharePoint and OneDrive.

ple the user specifies)

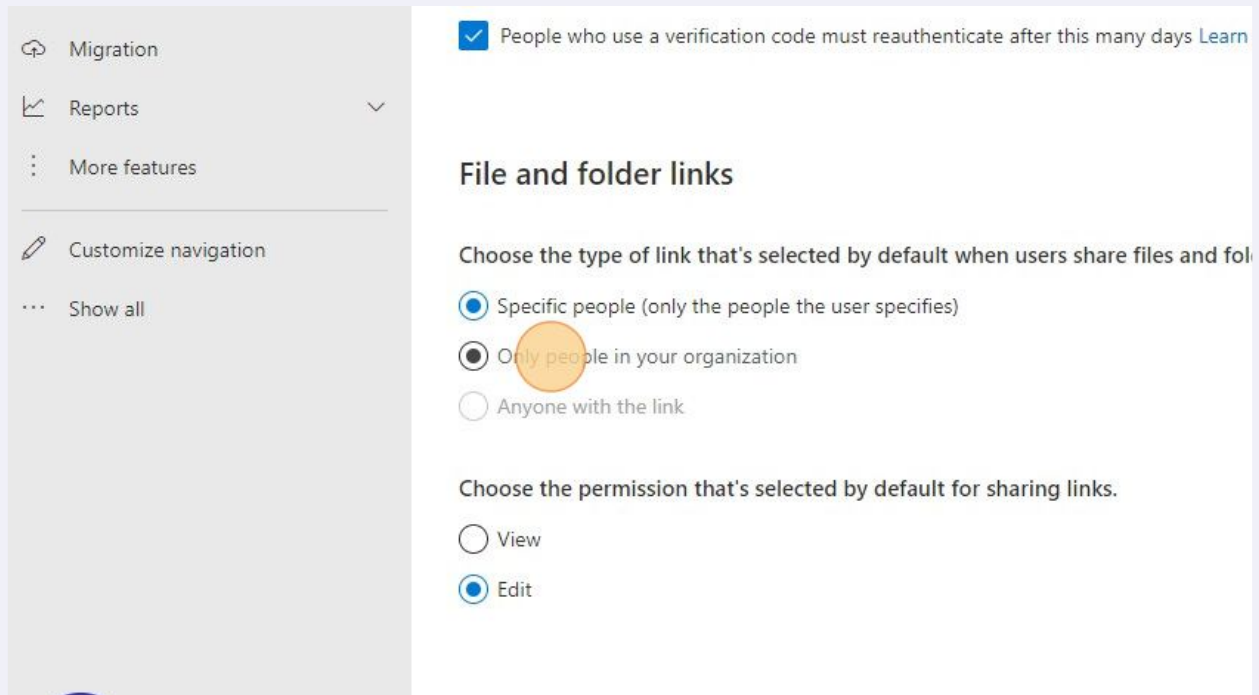
tion

17

Set "Choose the type of link that's selected by default when users share files and folders"

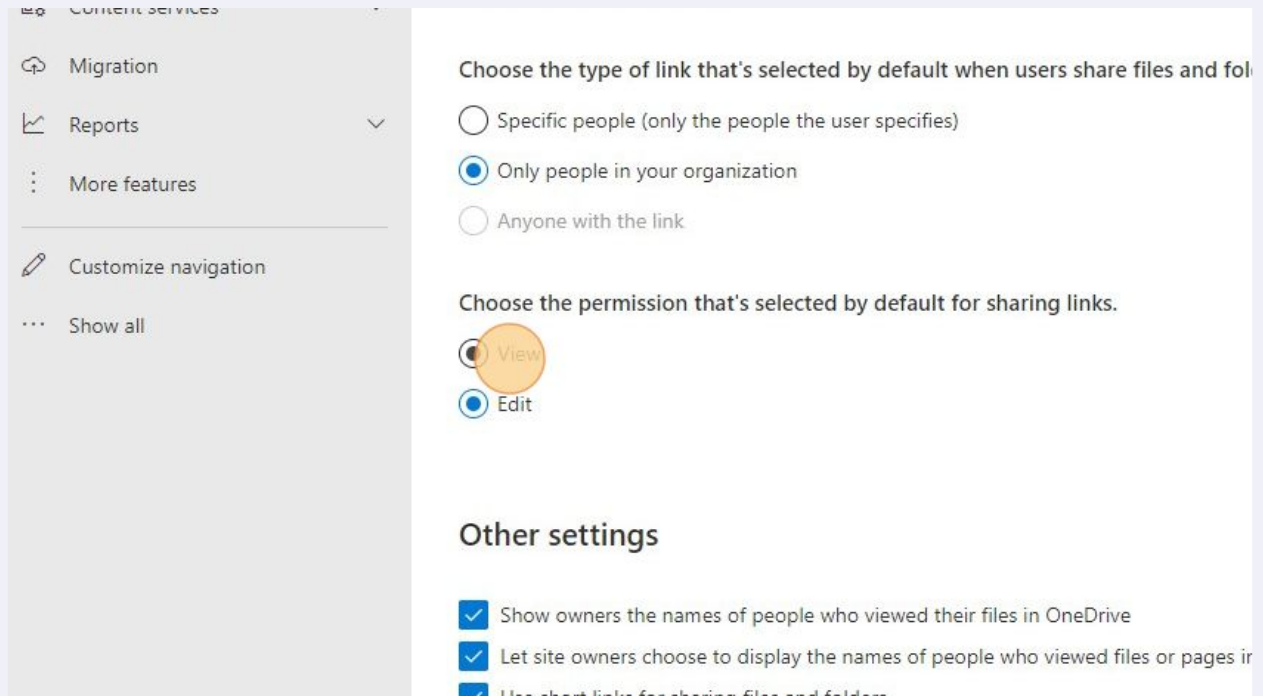
to

"Only people in your organization"



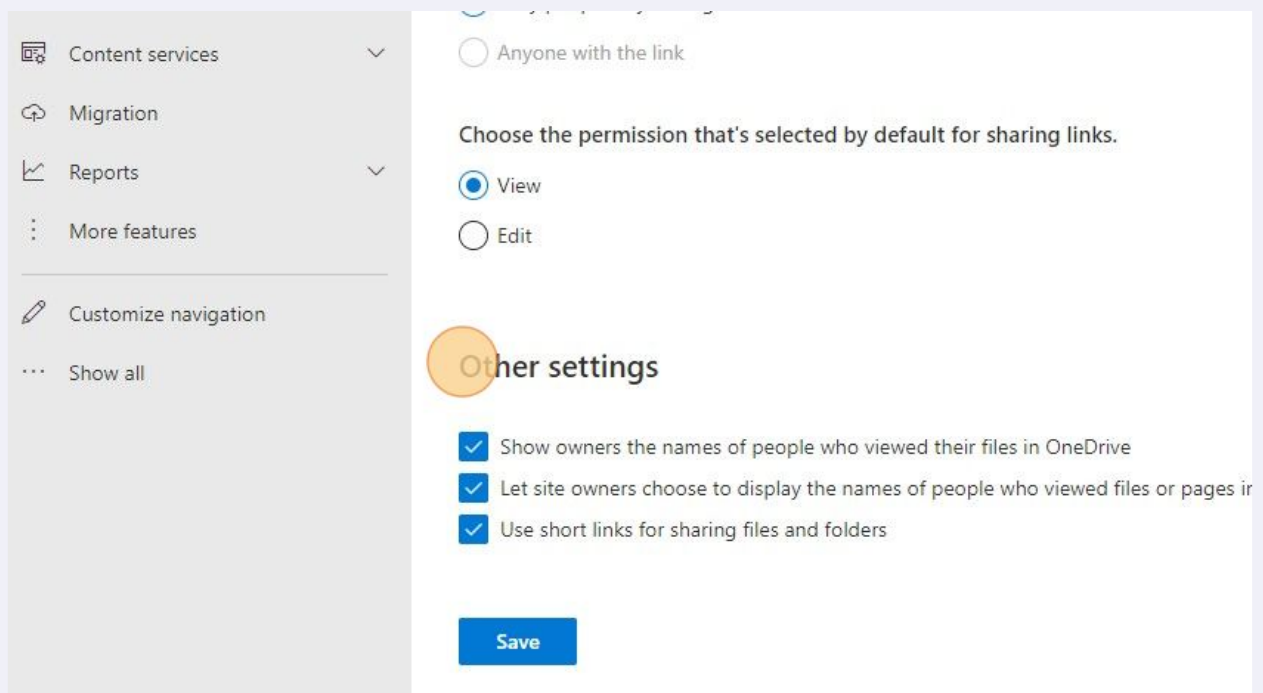
18

Set ""Choose the permission that's selected by default for sharing links" to "View"



19

"Other settings" should remain as pictured. It is set like this at the time of this documentation, but subject to change.



20 Click "Save"

