How to use External Sharing on SharePoint Online?

Introduction:

This article is about how to use External Sharing on SharePoint Online.

This guide explains External Sharing on Fresenius SharePoint Online Sites (http://fresenius.sharepoint.com/...)

With the introduction of Fresenius SharePoint Online sites there is a new functionality "external Sharing", to make contents of the site available for users without a Fresenius account.There are differences in the procedure depending on whether the invited user has a work-account already registered with Microsoft, or is using a private e-mail address.

(You already have a SharePoint Online TeamSite and want to activate the external-sharing feature? Here is the How-to.)

When attempting to share your SharePoint Online Site with an external user, the following steps are relevant:

For Key Users

For End Users

Step-by-step guide for Key Users

1. Within the Site Settings → Site Permissions (or library/list/item permissions) choose a permission group, you want assign users to

2. Click on "New"(or within library/list/item permissions "Grant Permissions"), to open the sharing dialog

3. Fill in the users email address

1. shows an example for an external user

2. shows an example for a Fresenius internal userNote: Depending on whether you are adding a member to a group on your SharePoint Online Site, or creating direct permissions for a list/library/item this dialogwill differ:

4. Add user to a group

5. Add direct permissions on a unique-permission list/library/item

Depending on the dialog make sure to read and modify all options to your liking("Send an email invitation" must be checked in all cases!)

6. Confirm the process with clicking the Share-button Once the "Share"-button has been clicked, the involved users will timely receive an email with an invitation link (you are set in CC). Following below, an end-user guide is provided.

Step-by-step guide for End Users

When attempting to access a shared SharePoint Online Site, the following steps are relevant:

1. Once a site admin or key user has invited you to their SharePoint Online site, you will receive an email sent to the address you were invited with.Follow the link shown in this email, similar to the example below:

2. A windows dialog will offer different log-in options. Make sure to choose "Organizational account" if you are using a work account already registered with Microsoft.Choose Microsoft Account, if you are using a private email-address connected to a regular Microsoft Account. If your email has not been registered with Microsoft yet,click "Create a Microsoft account, it's quick and easy!" at the bottom of the dialog.