How to activate external Sharing on SharePoint online sites

Article ID: KB0039456
Created: 2025-01-28 10:15:33
Updated: 2025-01-28 13:03:28
Author: {'link': 'https://fmcnadev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3', 'value': 'acaf843397d74958f7e3bb8fe153afe3'}
Category: {'link': 'https://fmcnadev.service-now.com/api/now/table/kb_category/b6d5c40cc3821a100acd33001501312f', 'value': 'b6d5c40cc3821a100acd33001501312f'}

Introduction:

This article describes how to activate external Sharing on SharePoint online.

If you do have a SharePoint Online TeamSite and want to share its contents with external users,you can activate the "external sharing" function after creation of the site.

To do this, please follow the next steps:

1. Visit the Service Now portal and open the SharePoint TeamSite Online form (How to activate external Sharing on SharePoint online sites)

2. Fill in a approver (this can be anyone of your team) (1.)

3. Choose in the "Action" drop down menu "Modify" (2.)

4. Choose in the "Modification Type" drop down menu "External Sharing" (3.)

5. Choose the URL of the desired SharePoint online TeamSite (4.)

6. Set "External Partners" to "Yes"

After submitting the request for external sharing activation, you will get a confirmation mail. The approver you assigned in the form will also get an e-mail and needs to approve your request. After the approval the external sharing will be enabled.You will receive a finalization e-mail. You are able to permit external users on your SharePoint online TeamSite from now.