

# GSD. SharePoint - How to activate external Sharing on SharePoint online sites

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General Information:

Possible symptoms/errors:

User wants to know how to activate external Sharing on SharePoint online sites.

Alternative names of the system:

SharePoint

IMPORTANT NOTICE:

N/A

Solution:

Introduction:

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

If user does have a SharePoint Online Team Site and wants to share its content with external users, they can activate the "external sharing" function after the creating of the site.

Details:

To do this, user has to:

Visit the Service Now portal and open the SharePoint TeamSite Online form.Fill in an approver (this can be anyone of user's team)Choose in the "Action" drop down menu "Modify"Choose in the "Modification Type" drop down menu "External Sharing"Choose the URL of the desired SharePoint online TeamSite Set "External Partners" to "Yes"

After submitting the request for external sharing activation, user will get a confirmation mail.

The approver user assigned in the form will also get an e-mail and needs to approve request.

After the approval the external sharing will be enabled.

User will receive a finalization e-mail.

They are able to permit external users on your SharePoint online TeamSite from now.

Assignment Group:

Ext\_WW\_Collaboration\_SLS\_Capgemini

Ticket Creation:

Template: N/ACategorization:

Configuration Item: N/ACategory: N/Subcategory: N/A

Important Links:

N/A