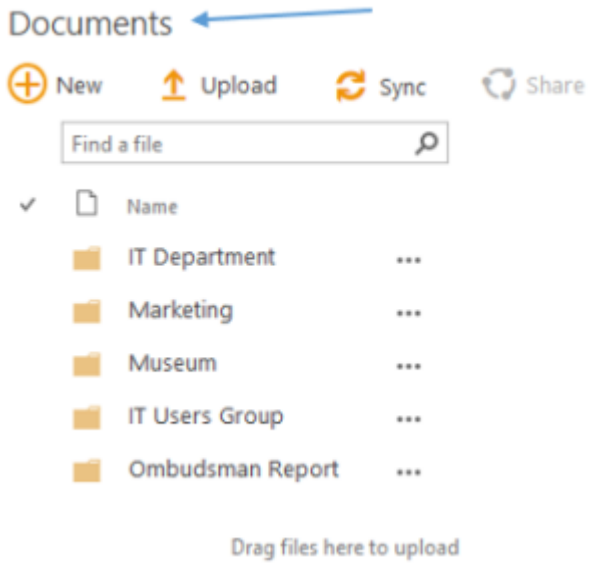
SharePoint Sharing Folders/Files

Step-by-step guide

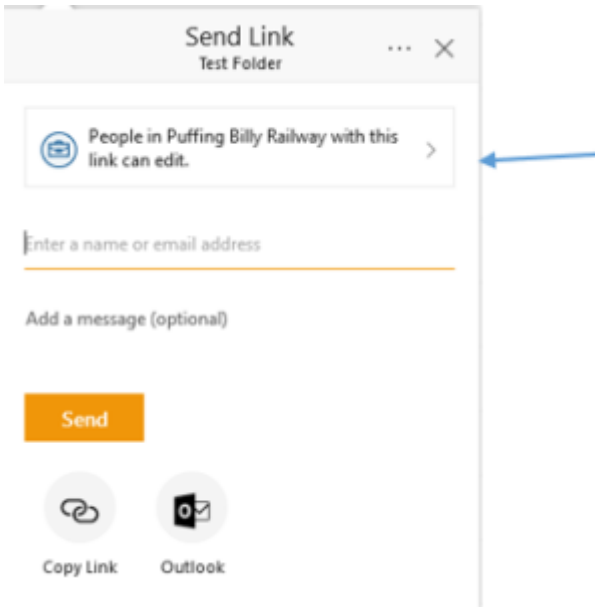
1. Go to **https://puffingbillyrailway.sharepoint.com/SitePages/Home.aspx** and sign in if prompted with your PBR credentials.
2. Click on **Documents.**



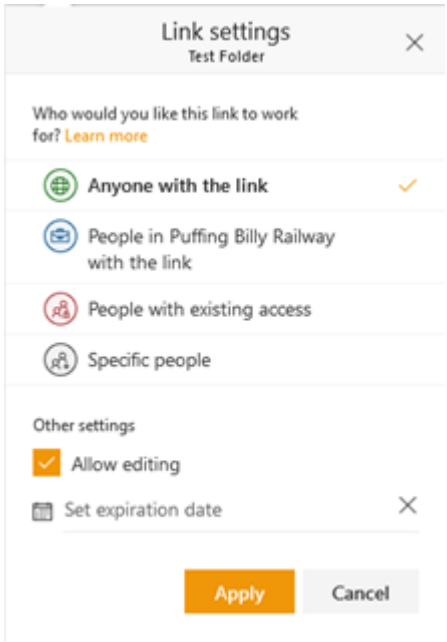
3. Click on the relevant folder where the folder/file is located.
4. Select the folder you wish to share, hover over the folder and then click the **Share** button. If it is a file, enter the folder then select the file you wish to share.



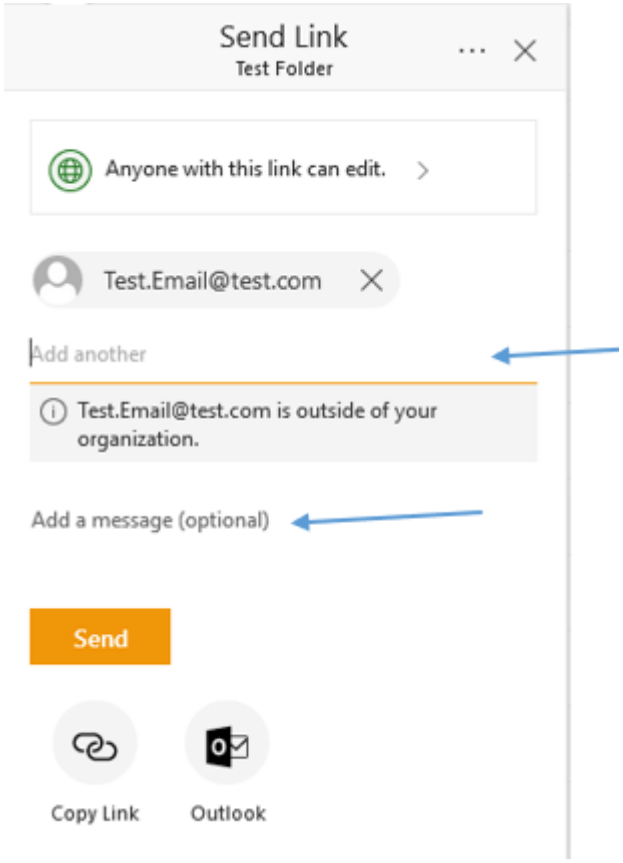
5. A window will appear. Click on the button to modify who the folder will be shared with.



6. Click on **Anyone** with the link. You can also set an **expiration date** for the link and whether the user will be able to edit. Click **Apply.**



7. Enter in the user's email address, you can also enter a message if required. Once you have added all the users click **Send.**



8. The person you shared the link with will receive an email with a link to the folder you shared.

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