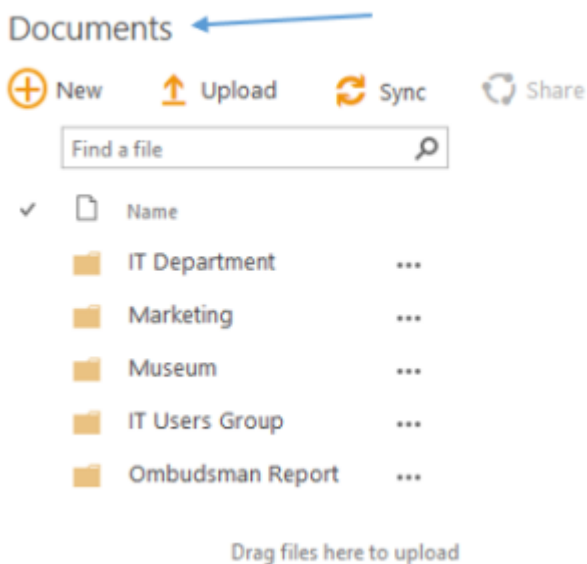


# SharePoint Sharing Folders/Files

## 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.

Send Link  
Test Folder

People in Puffing Billy Railway with this link can edit. >

Enter a name or email address

Add a message (optional)

Send

Copy Link Outlook

- 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**.

Link settings  
Test Folder

Who would you like this link to work for? [Learn more](#)

Anyone with the link ✓

People in Puffing Billy Railway with the link

People with existing access

Specific people

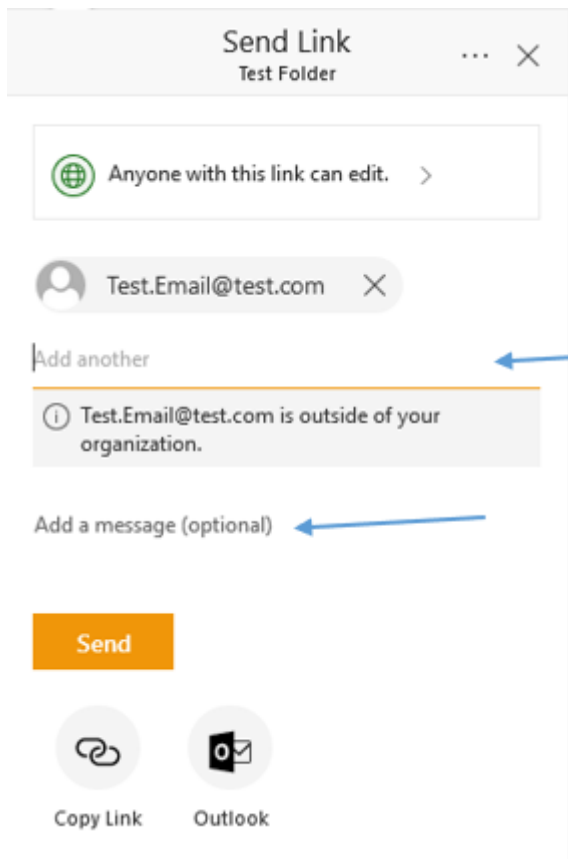
Other settings

Allow editing

Set expiration date

Apply Cancel

- 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.

---

Revision #2

Created 29 September 2022 01:10:14 by Mitch Fraser

Updated 3 October 2022 05:30:09 by Dylan Healey