

How to Assign Guest Access to a File/Folder in Sharepoint

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Guide Introduction:

- This guide will take you through how to add a guest user account to a file or folder within SharePoint so the guest account can access this.

Steps:

Log in to SharePoint Online Portal

1. Open a Web Browser
2. Navigate to <https://portal.office.com>
3. Log in with your M365 details
4. Open Apps on the left side of the screen
5. Open the "SharePoint" Application
 - If not showing in the Apps list you may need to select the option for "All Apps" then scroll to SharePoint
6. Open the SharePoint site that has the File/Folder you need to add a guest to.

Generate a Shared Link to the File

1. Within SharePoint locate the file/folder that you would like to share.
2. Select the File/Folder within the list
3. Click the 3 dots to open the Options for that File/Folder
4. Select "Manage Access"
5. Click "Start Sharing"
6. Within the Pop up, Search for the Guest User account and Select the Guest(s) needed.
7. Adjust the permissions from View or Edit by clicking the Eye or Pencil Icon and Adjusting as needed.
8. Click Send to generate the link to the Shared Location.
 - Alternatively you can copy the link and send this in a separate email.
9. The Guest will now have access to this File/Folder via the generated link.
 - Note: These links can and likely will expire due to security policies. If extended access is required please refer to the Assign Access steps below.

Assign Extended Access to Sharepoint File/Folder

1. Within SharePoint locate the file/folder that you would like to share.
2. Select the File/Folder within the list
3. Click the 3 dots to open the Options for that File/Folder
4. Select "Manage Access"
5. Click the Grant Access Button (Symbol of a Person with + at top right of Manage Access Window)
6. In the "Grant Access" Search for the Guest User account(s)
7. Enter any message you would like generated along with the access notification.
8. Ensure the "Notify People" option is enabled.
 - This will generate an email to the recipient account with a link to access so is

recommended that this is checked to do so.

9. Click "Grant Access" to confirm the addition of this permission on the file/folder.

Additional Information:

- Note: This will only work for "Public" SharePoint sites that Guest users can be granted access to. If the SharePoint site is "Private" the Guest would need to be added at the SharePoint Level first as a guest and additional access considerations should be made before this happens.
 - When adding permissions in this manner it ensures that to access the file or folder
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