

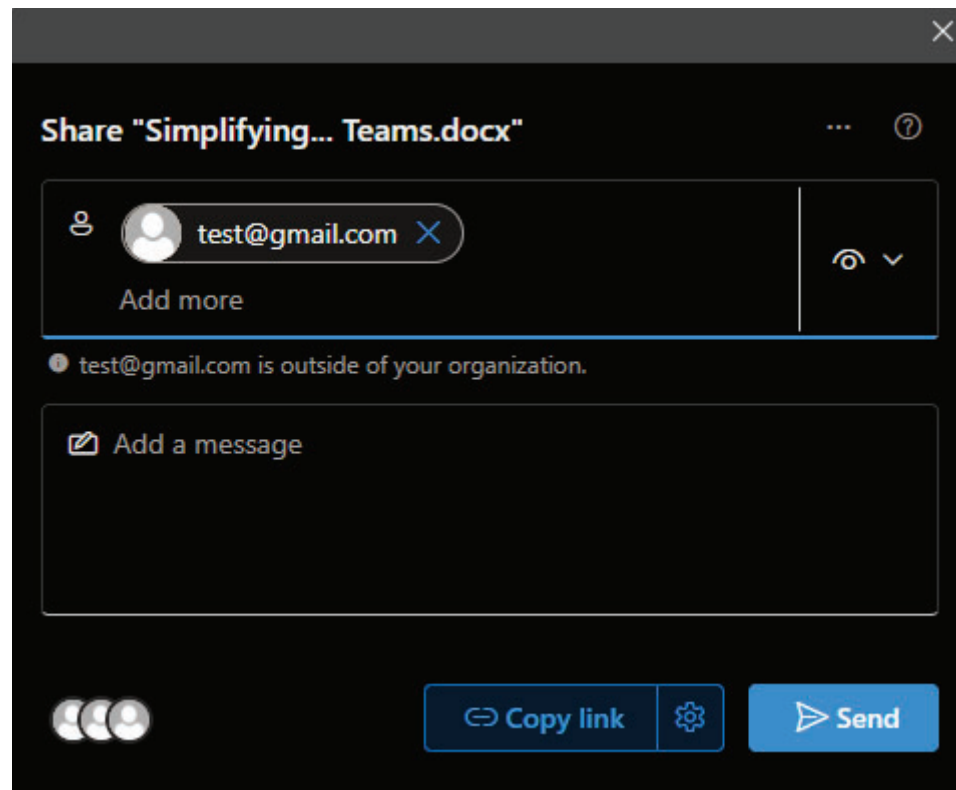
# Simplifying File Sharing in Microsoft Teams

UVU Knowledge Base Article | DRAFT 20251028

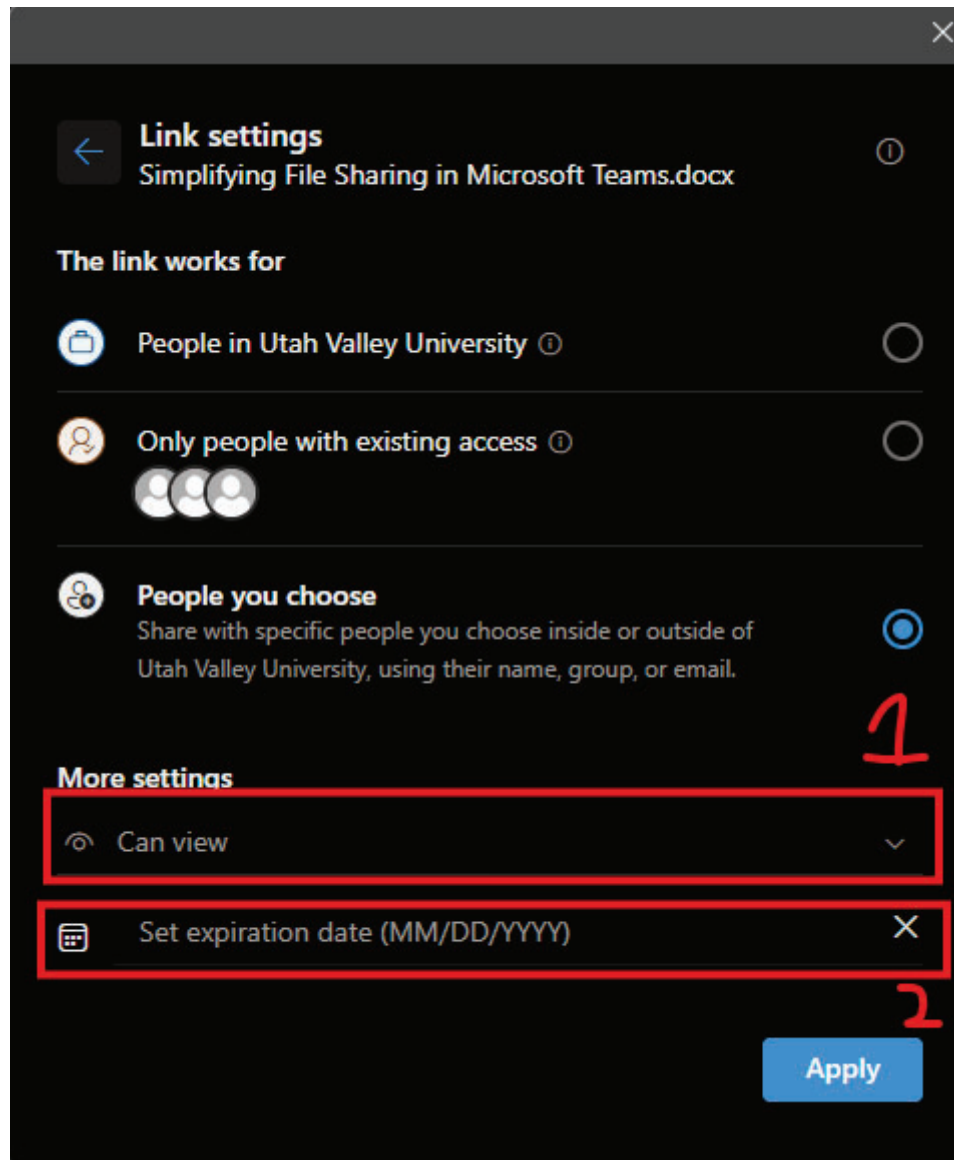
**Introduction:** Understanding how to securely share files in Microsoft Teams, SharePoint, and OneDrive is crucial for maintaining data security and ensuring compliance with UVU's sharing policies. This guide will help you navigate the restrictions and workarounds for sharing files, particularly when involving external individuals.

## Secure File Sharing Settings:

- To ensure secure file sharing, all files shared in Teams, SharePoint, and OneDrive must be shared with specific individuals or pre-defined internal UVU groups.
- When sharing with external individuals, their email address must be specified, along with the level of sharing and a time limit for the sharing to be active.
  - Here is a walk through on how to share with a external user correctly.
    - 1: Enter the users email address then select the settings wheel next to “copy a link”



2: Select the level of sharing and duration of sharing.



3: Select “Apply” and “Share”

- Recipients of shared file links will be required to verify their identity by entering their email address and then entering a code sent to their email address. Here is an example.



## Verify Your Identity

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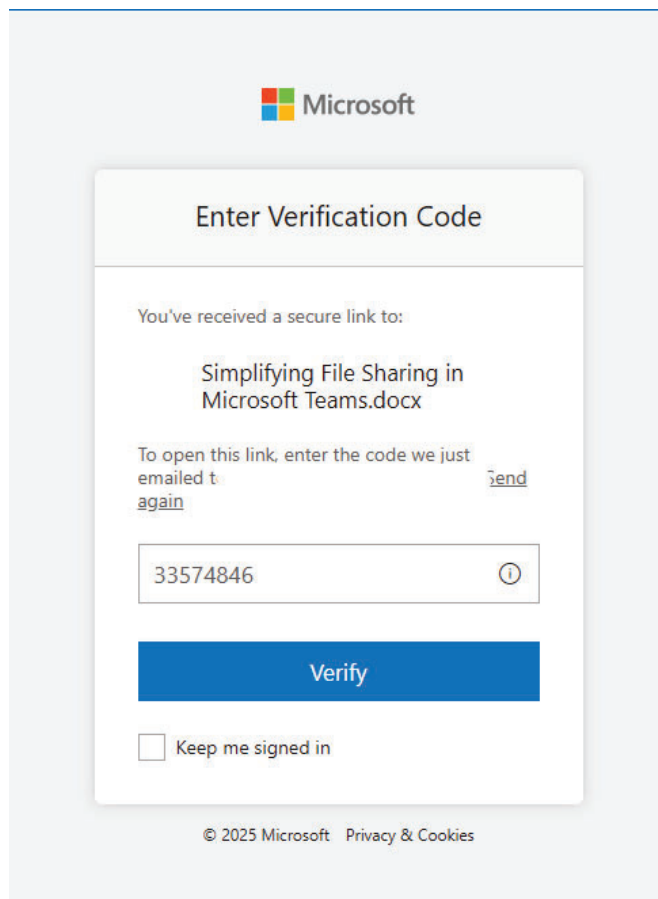
**Simplifying File Sharing in  
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To open this secure link, we'll need you to enter  
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**Next**

By clicking Next you allow Utah Valley University to use  
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The image shows a Microsoft verification code entry screen. At the top is the Microsoft logo. Below it is a white box with a light gray border. The title 'Enter Verification Code' is centered at the top of this box. Below the title, the text 'You've received a secure link to:' is followed by the document title 'Simplifying File Sharing in Microsoft Teams.docx'. Below this, the text 'To open this link, enter the code we just emailed to you. Please enter the code again.' is displayed. To the right of the text 'emailed to you' is a blue link labeled 'Send'. Below the text is a text input field containing the code '33574846'. To the right of the input field is a small circular icon with an 'i' inside. Below the input field is a blue button labeled 'Verify'. At the bottom of the box is a checkbox labeled 'Keep me signed in'. At the very bottom of the screen, below the box, is the copyright notice '© 2025 Microsoft' followed by links for 'Privacy & Cookies'.

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### Enter Verification Code

You've received a secure link to:

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To open this link, enter the code we just emailed to you. Please enter the code again. [Send](#)

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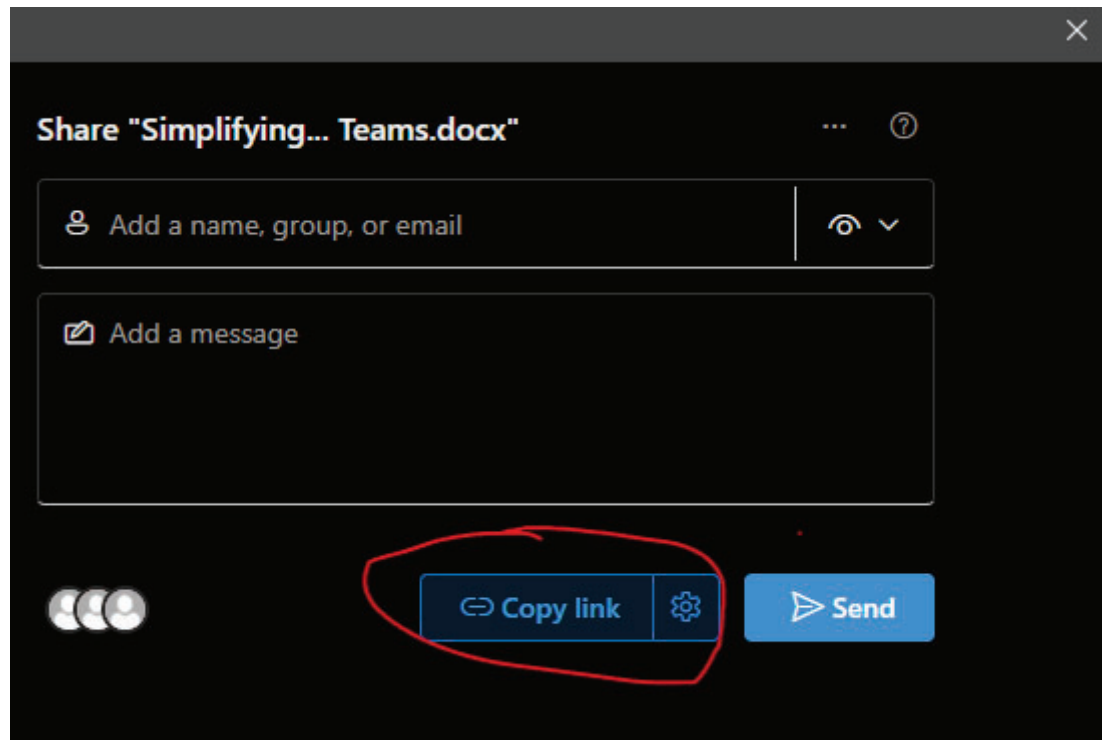
**Verify**

☐ Keep me signed in

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### Sharing Files in Teams Chats:

- **External Participants in Chats:** When an external individual is included in a Teams chat, files cannot be shared directly in the chat. Instead, use OneDrive's standard sharing mechanisms:
  - Share the file with individuals in the chat via OneDrive. Please refer to sharing instructions above (link to it on page/document)
  - Send a shared link to the file in the Teams chat message thread. To create this link follow the sharing instructions above and select “copy link” to create it. This link will only work to specified users.



- Recipients of shared file links will be required to verify their identity by entering their email address and then entering a code sent to their email address.

#### Sharing Files in Teams Channels:

- **External Participants in Channels:** When an external individual is invited to a Teams channel, files can be shared within the team as usual. Recipients of Teams guest invitations will be required to verify their identity and set up multi-factor authentication for the UVU tenant.

**Key Considerations for File Sharing:** To effectively manage file sharing, consider the following framework:

- **Who:** Share with specific internal individuals or groups, or specific external individuals by specifying their email address.
- **What:** Determine whether you are sharing files, folders, or sites. Ensure no private or protected information is shared inappropriately.
- **Where:** Decide the location of the shared file link—whether it's in OneDrive, Teams/SharePoint, or sent via email.

- **When:** Set a time limit for how long the sharing will be active, with external sharing limited to no more than 180 days.
- **How:** Specify the permissions the recipients have, such as edit, view, review, or no download.

**Conclusion:** By following these guidelines, you can ensure secure and efficient file sharing within Microsoft Teams, SharePoint, and OneDrive. Always remain vigilant about the sharing setup to protect sensitive information and maintain compliance with UVU's policies.