# Simplifying File Sharing in Microsoft Teams

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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"
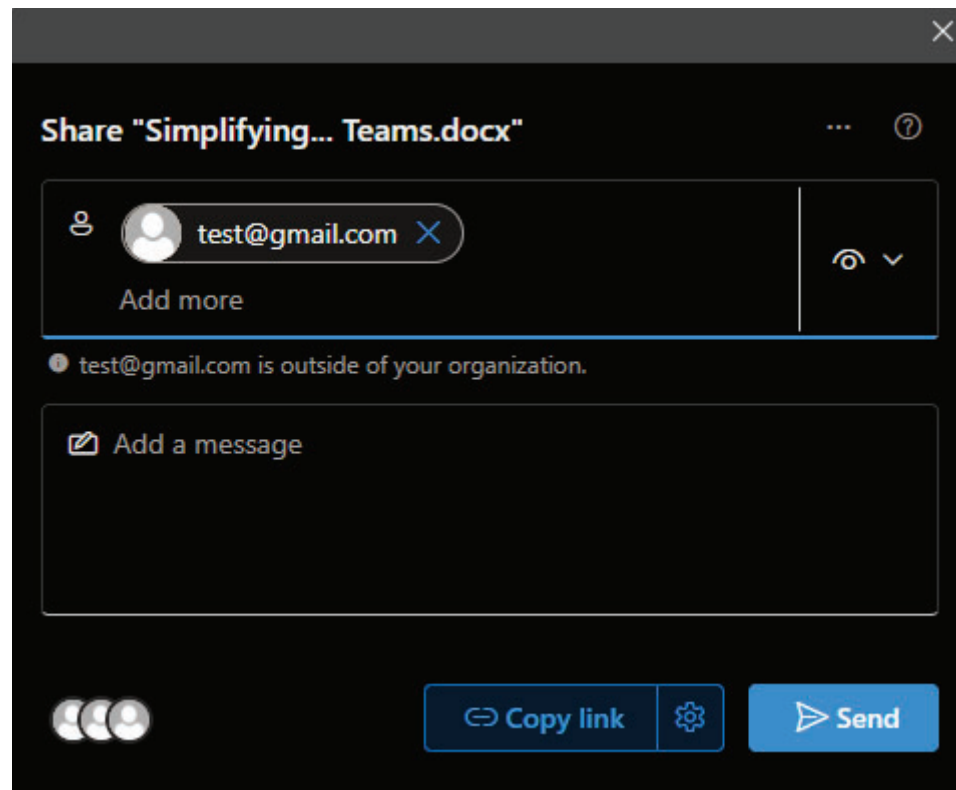
    2: Select the level of sharing and duration of sharing.
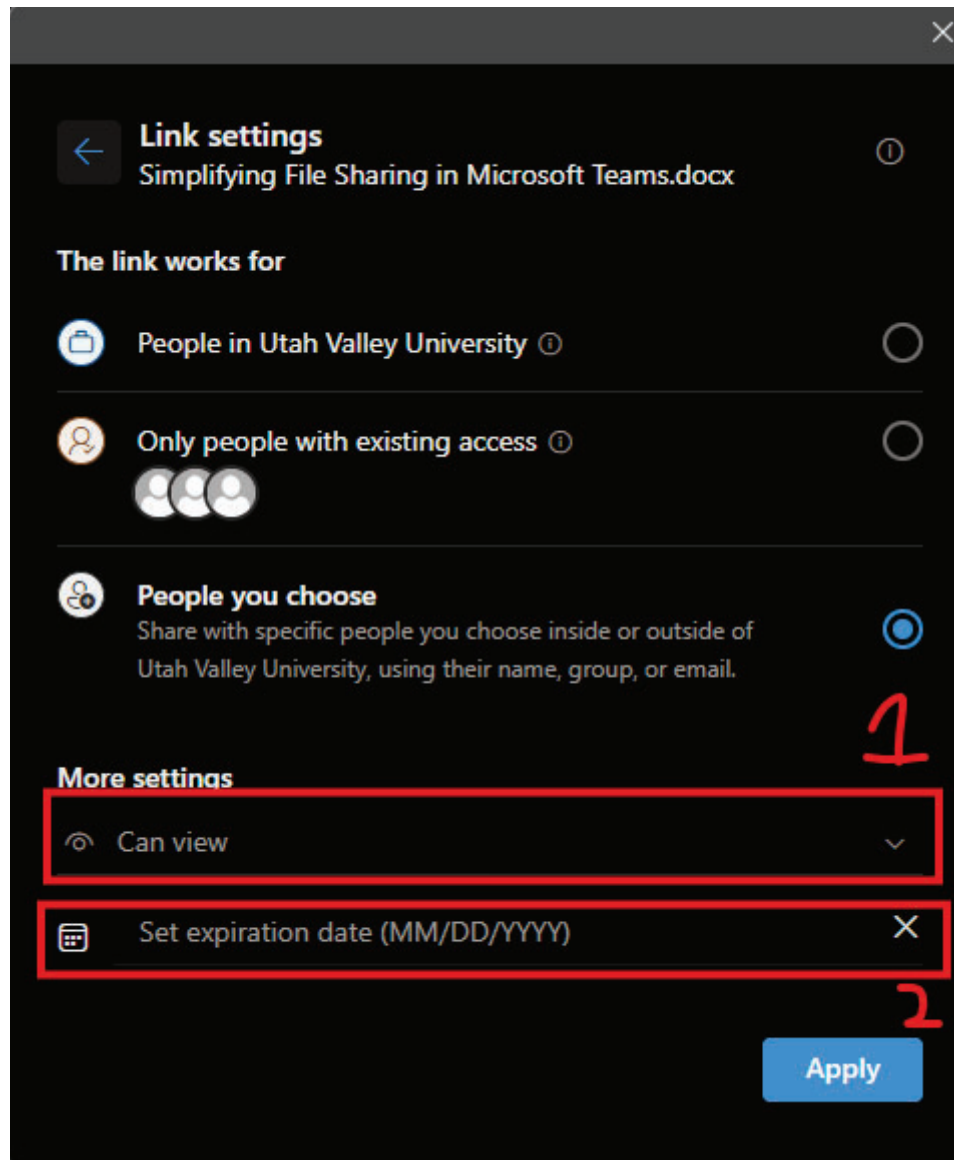
3: Select "Apply" and "Share"

- 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.

Microsoft
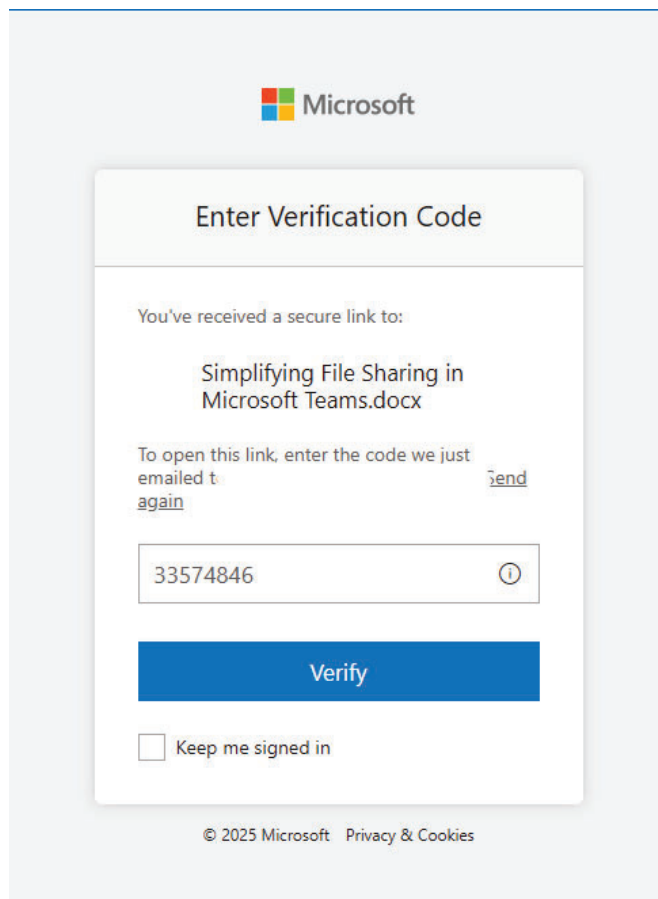
Verify Your Identity

You've received a secure link to:

Simplifying File Sharing in Microsoft Teams.docx

To open this secure link, we'll need you to enter the email that this item was shared to.

| test@gmail.com | ⓘ |

Next

By clicking Next you allow Utah Valley University to use your email address in accordance with their privacy statement. Utah Valley University has not provided links to their terms for you to review.

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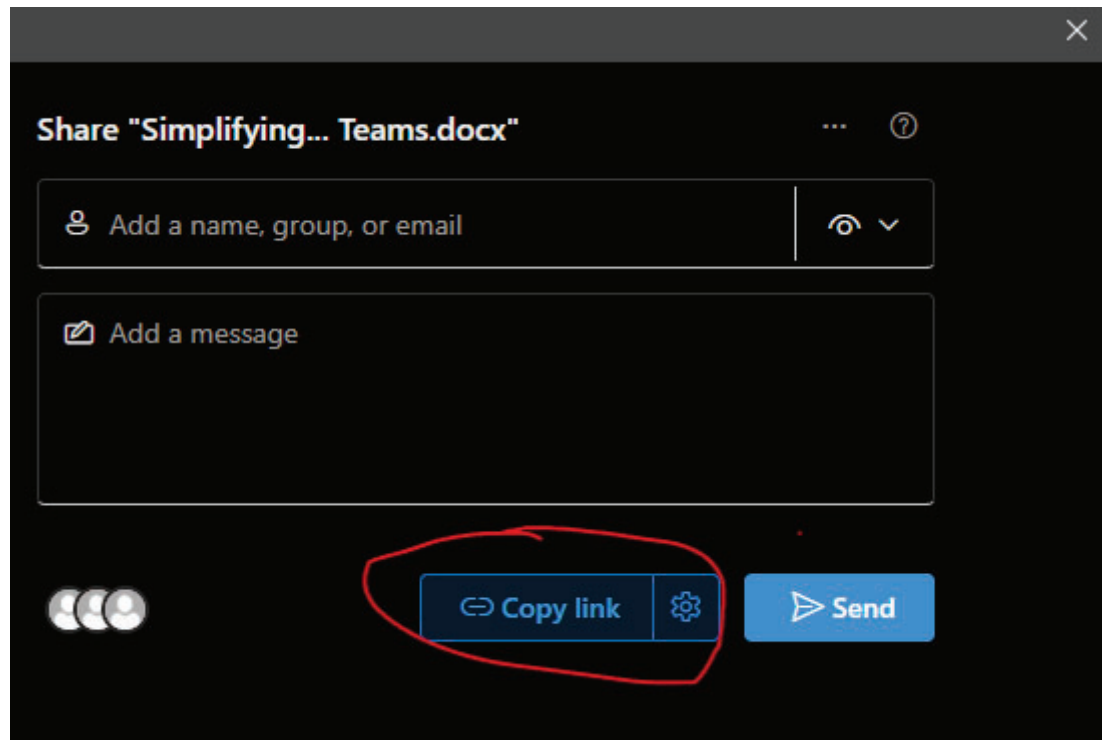
- Recipients of shared file links will be required to verify their identity by entering their email address and then entering a code sent to their email address.

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.