

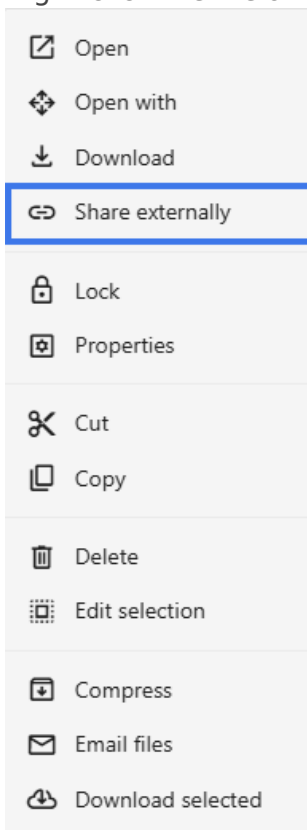
Creating Share Links

Share links let you share documents with people outside your organization. Depending on the link settings, recipients can open the file, view it online, download it, or collaborate through the shared link.

Creating a Share Link

To create a share link for a document:

1. Navigate to the file in the **Files** module.
2. Right-click the file and open **Share Externally**.



3. Select **Create Share**.

Manage External Access - New Form.pdf

Office DocsDownload

Create New Share

Create External Share Link

Share this document with external users who can view or edit collaboratively.

Create Share

Close

- Configure the link settings.
- Click **Create** or save the link.

Share externally

Link Type

☐ Download only

☐ View in browser

☒ View and edit collaboratively (powered by OfficeDocs)

Multiple users can view and edit simultaneously. Each user verifies their email and appears with their name.

Expiration Date

<October 2026>

M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Security Notice: Anyone with this link can access the file. Share responsibly.

Email Link

Create Link

Cancel

- A link is then generated and can be **Copied** or **Deleted**.

Manage External Access - New Form.pdf

Office Docs

Download

#9 - View and Edit (0)

Create New Share

Share URL:

https://mynewdomain--com.w.emailarray.com/officedocs-share/open/32?code=Mj3dFFroVdr

Copy

Delete

Type: View and Edit | Created: 2026-10-28 | Expires: 2026-10-31

History access:

None

Verified Guests (0)

Email	Name	Verified At	Last Seen	Actions
-------	------	-------------	-----------	---------

Close

Link Settings

When creating a share link, you can configure different access and security options.

Permission Level

A share link can use different permission levels depending on the document type and the sharing options available.

- **Download Only**
- **View in Browser** lets recipients read the document without editing it
- **View and Edit** lets recipients modify the document if editing access is allowed through the link

Link Type

☐ Download only

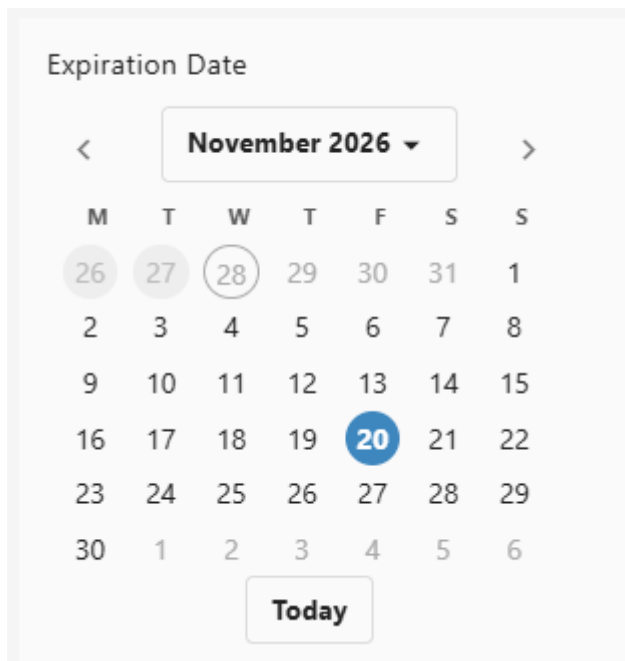
☐ View in browser

☒ View and edit collaboratively (powered by OfficeDocs)

Expiration Date

You can set a time limit for the link.

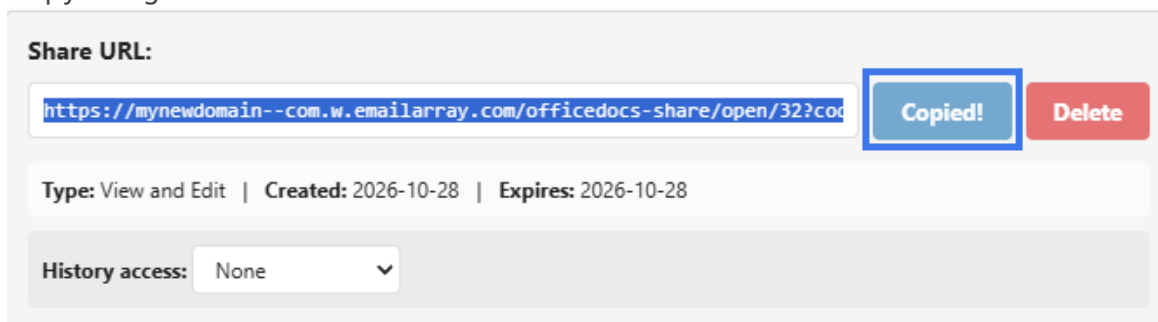
- choose a date when the link stops working
- after the expiration date, recipients can no longer use the link



Sharing the Link

Once the link is created:

1. Copy the generated link.



2. Send it to recipients by email, chat, or another method.
3. Recipients use the link to open the shared document.

You may also be able to send the link directly from the sharing window.

Share externally

×

Link Type

☐ Download only

☐ View in browser

☒ View and edit collaboratively (powered by OfficeDocs)

Multiple users can view and edit simultaneously. Each user verifies their email and appears with their name.

Expiration Date

<

October 2026

>

M	T	W	T	F	S	S
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

Today

Security Notice: Anyone with this link can access the file. Share responsibly.

 Email Link

Create Link

Cancel

What Recipients Experience

When someone opens a shared link, they may go through a short access process before opening the file.

A recipient may need to:

1. Click the share link.
2. Enter their **Email Address** and **Full Name** if requested.



Secure File Access

Verify your email to access this document

File

New Document.docx

Email

your.email@example.com

Full Name

John Doe

Privacy Notice: By verifying, you agree that your name and email will be logged in the document's audit history for accountability purposes. We'll send a verification code to your email.

Send Verification Code

3. Receive a verification code by email.



Check Your Email

We sent a verification code to

joh***@mynewdomain.com

Enter the 8-character code from your email

A 3 F 9 K 2 M 8

🕒 Code expires in 15 minutes

Verify Code

Resend Code

2 attempt(s) remaining

Wrong email? Start over

Your verification code:

E P D E F V G S

Expires in 15 minutes

4. Enter the code to verify access.



Verification Successful

Welcome, John Summers!

Redirecting to document...

5. The document will open automatically.

Managing Share Links

You can review and manage active links after they are created.

View Existing Links

1. Open the **External Sharing Window** for the document.
2. View the active links and their settings.

Manage External Access - New Document.docx

Office Docs

Download

#18 - View Only (0)

#16 - View and Edit (1)

Create New Share

Share URL:

https://mynewdomain--com.w.emailarray.com/officedocs-share/open/29?code=cEPw0

Copy

Delete

Type: View and Edit | Created: 2026-10-28 | Expires: 2027-10-28

History access:

None

Verified Guests (1)

Email	Name	Verified At	Last Seen	Actions
john@mynewdomain.com	John Summers	2026-10-28	2026-10-28	Revoke

Close

Delete a Link

1. Find the link you want to remove.
2. Click **Delete**.

Manage External Access - New Document.docx

Office Docs Download

#18 - View Only (0) #16 - View and Edit (1) Create New Share

Share URL:

https://mynewdomain--com.w.emailarray.com/officedocs-share/open/29?code=cEPw0

CopyDelete

Type: View and Edit | Created: 2026-10-28 | Expires: 2027-10-28

History access: None

Verified Guests (1)

Email	Name	Verified At	Last Seen	Actions
john@mynewdomain.com	John Summers	2026-10-28	2026-10-28	Revoke

Close

-
-
3. Confirm the deletion if prompted.
4. The link stops working immediately.

Multiple Links

You can create more than one share link for the same document.

This can be useful when you need:

- different links for different recipients
- different permission levels for different use cases
- separate links for easier tracking and control

Security Considerations

When creating share links:

- use recipient restrictions for sensitive documents
- set an expiration date when possible
- use **View Only** when editing is not required
- review active links regularly
- remove links that are no longer needed

Link Access Tracking

You may be able to review how a link has been used.

This can include:

- when the link was used
- which email addresses accessed the document

Verified Guests (1)

Email	Name	Verified At	Last Seen	Actions
john@mynewdomain.com	John Summers	2026-10-28	2026-10-28	Revoke

Revision #3
Created 28 October 2026 15:11:26 by Gabriel
Updated 28 October 2026 16:09:55 by Gabriel