

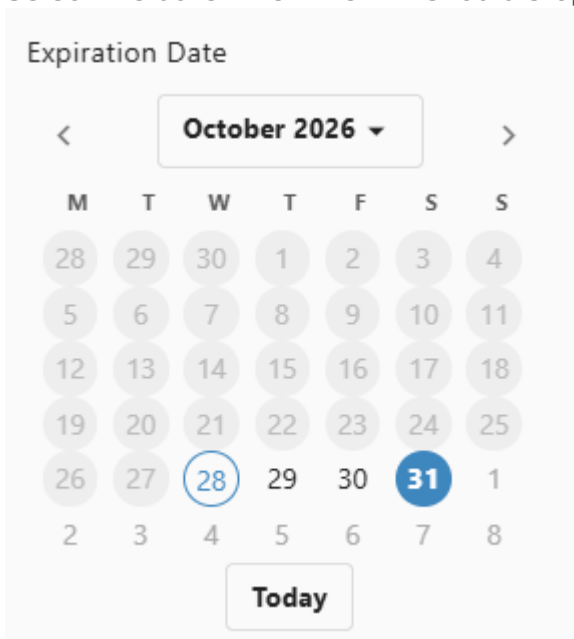
Link Expiration Dates

Expiration dates automatically disable share links after a chosen date. This helps improve security by limiting how long external users can access a document.

Setting an Expiration Date

To set an expiration date for a share link:

1. Create a new share link.
2. Find the **Expiration Date Field**.
3. Select the date when the link should stop working.

A screenshot of a date selection interface titled "Expiration Date". At the top, there is a dropdown menu showing "October 2026" with a downward arrow. Below this is a calendar grid. The days of the week are abbreviated as M, T, W, T, F, S, S. The calendar shows dates from 28 to 31. The date 28 is highlighted with a blue circle, and the date 31 is highlighted with a blue square. At the bottom of the calendar, there is a button labeled "Today".

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

4. Create the link.

How Expiration Works

When a link has an expiration date:

- the link remains active until the selected expiration date
- once the link expires, it no longer provides access
- recipients cannot continue using the expired link
- continued access requires an active link

Choosing Expiration Dates

Choose the expiration period based on how long access is needed.

Short-Term (Days)

Use short-term expiration dates for:

- quick reviews
- temporary meeting access
- time-sensitive documents

Medium-Term (Weeks)

Use medium-term expiration dates for:

- project collaboration with deadlines
- document review cycles
- contract or approval discussions

Long-Term (Months)

Use longer expiration periods for:

- ongoing partnerships
- reference materials
- longer collaboration windows

Expiration Notifications

Depending on the sharing setup, you may see or receive reminders related to link expiration.

These may include:

- a reminder before the link expires
- a notice when the link has expired
- an alert for the document owner or person managing the link

After Expiration

When a link expires:

- recipients see that the link is no longer active
- they cannot access the document through that link
- a new active link is needed for continued access
- earlier link activity could still remain part of the link history

Best Practices

- match the expiration period to the business need
- review and extend links only when necessary
- use shorter expiration periods for sensitive documents
- let recipients know when their access will expire

Expiration vs. Manual Revocation

Both expiration and manual revocation can end link access, but they work differently.

Expiration

- access ends automatically on the chosen date
- works well for planned access periods
- usually needs less follow-up once it is configured

Manual Revocation

- access ends when you remove or disable the link
- works well when access must stop immediately
- requires someone to take action to revoke the link

Revision #1

Created 28 October 2026 16:10:06 by Gabriel

Updated 28 October 2026 16:26:44 by Gabriel