

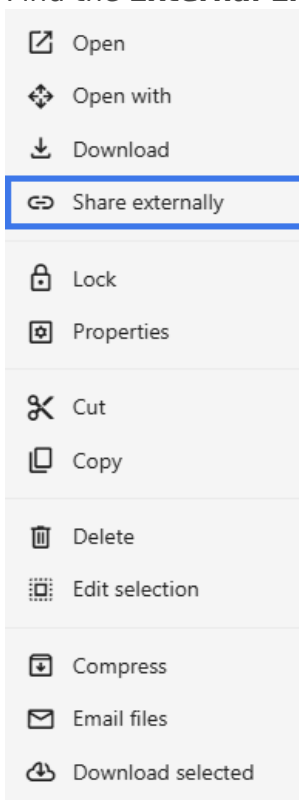
Managing External Shares

After creating share links, it is important to review and manage them over time. This helps you keep access organized, up to date, and secure.

Viewing All External Shares

For a Single Document

1. Navigate to the document.
2. Open the sharing settings for that file.
3. Find the **External Links** section.



4. Review all active share links linked to that document.

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#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=cEPw01j1

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

Share Link Information

For each share link, you can typically review:

- **Created Date** — when the link was created
- **Permission** — whether the link allows **View** or **Edit**
- **Expiration** — when the link will stop working
- **History Access** — whether recipients can view the document's version history
- **Verified Guests** — who currently has access, with their verified email details

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Regular Maintenance

Periodic Review

- Review active external shares on a regular schedule
- Identify expired or unused links
- Remove links that are no longer needed

After Projects End

- Revoke project-related share links
- Archive or secure completed documents
- Keep a record of who had access when needed

Bulk Management

If bulk tools are available in your environment, you may be able to:

- Remove multiple expired links
- Export sharing activity or access reports

Best Practices

- Review external shares regularly
- Remove unnecessary access promptly
- Use expiration dates whenever possible
- Keep notes about why a link was created
- Pay extra attention when sharing sensitive documents

Revision #1

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