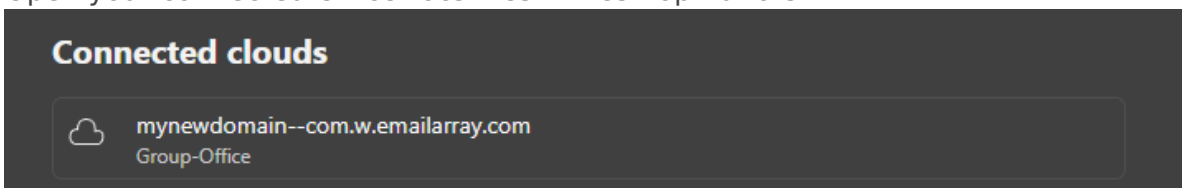
Sharing from Desktop

Share your OfficeDocs files with other people directly from Desktop Editors, without switching to a web browser.

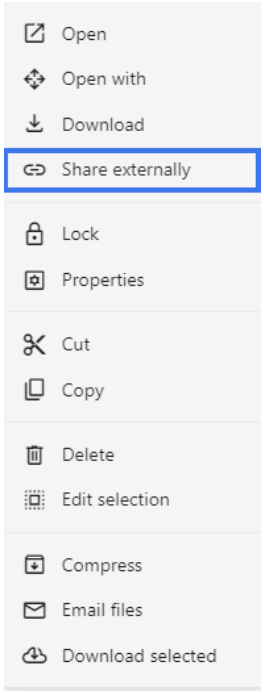
Accessing Share Options

From File Browser

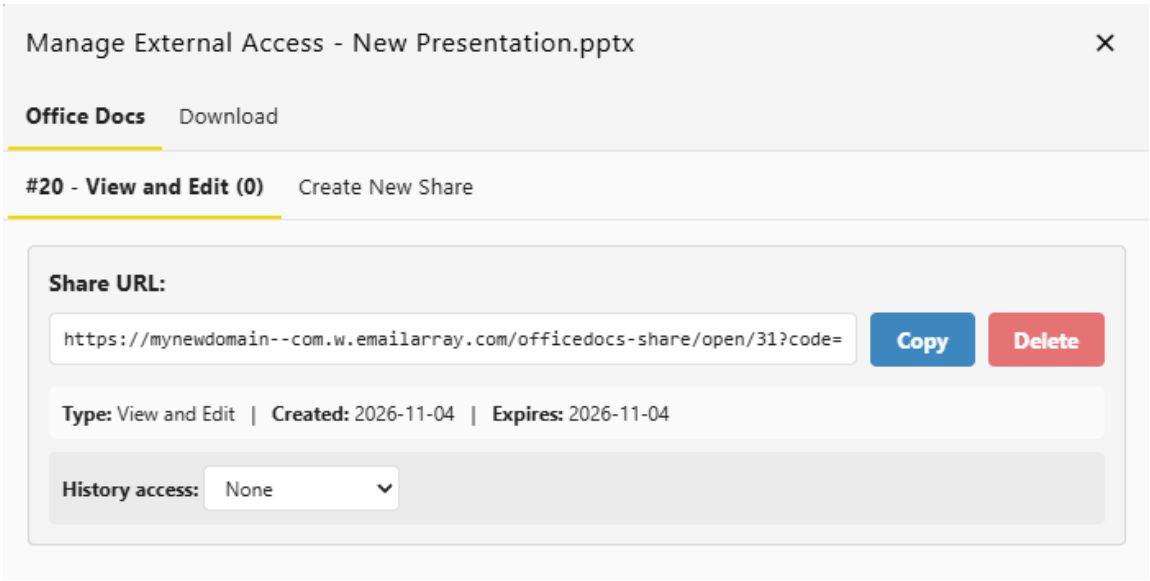
1. Open your connected OfficeDocs files in Desktop Editors.



2. Go to the file you want to share.
3. **Right-click** the file.
4. Select **Share externally**.

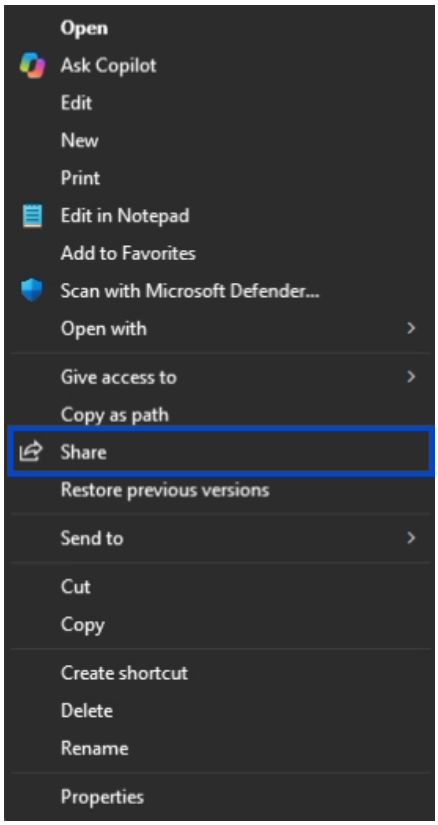


5. **Create** a link and **Send** it to the destinated user.

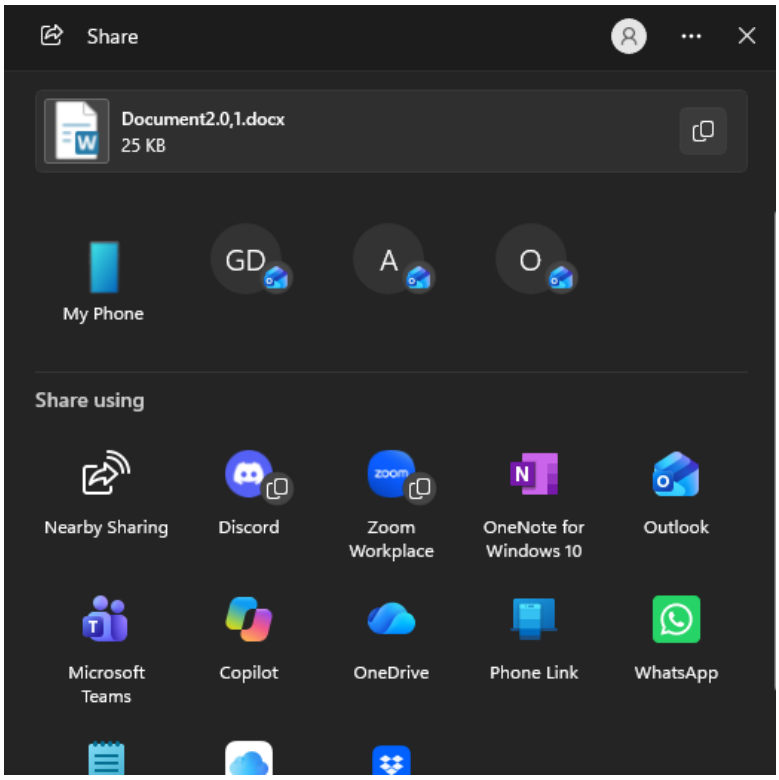


From the file explorer

1. Right-Click the document you want to share.
2. Click the **Share** button.



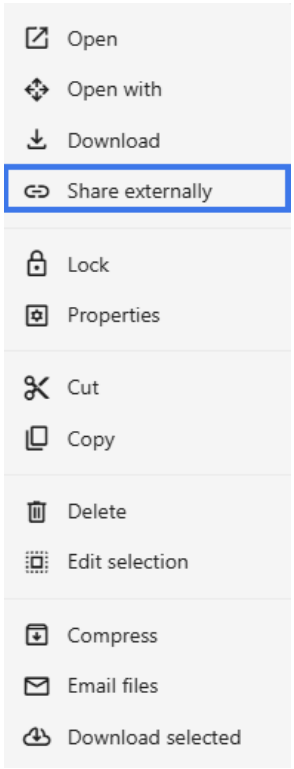
3. Sharing window opens then share it.



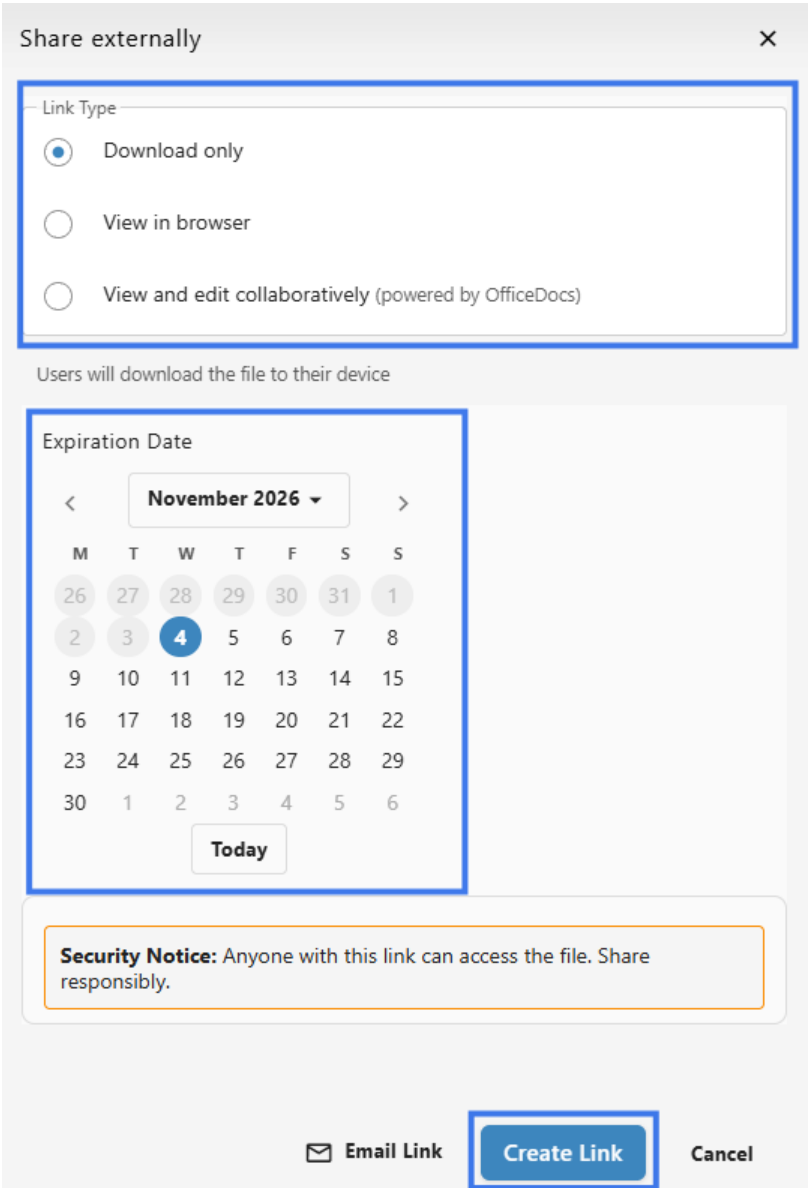
Creating Share Links

Generate links for external sharing:

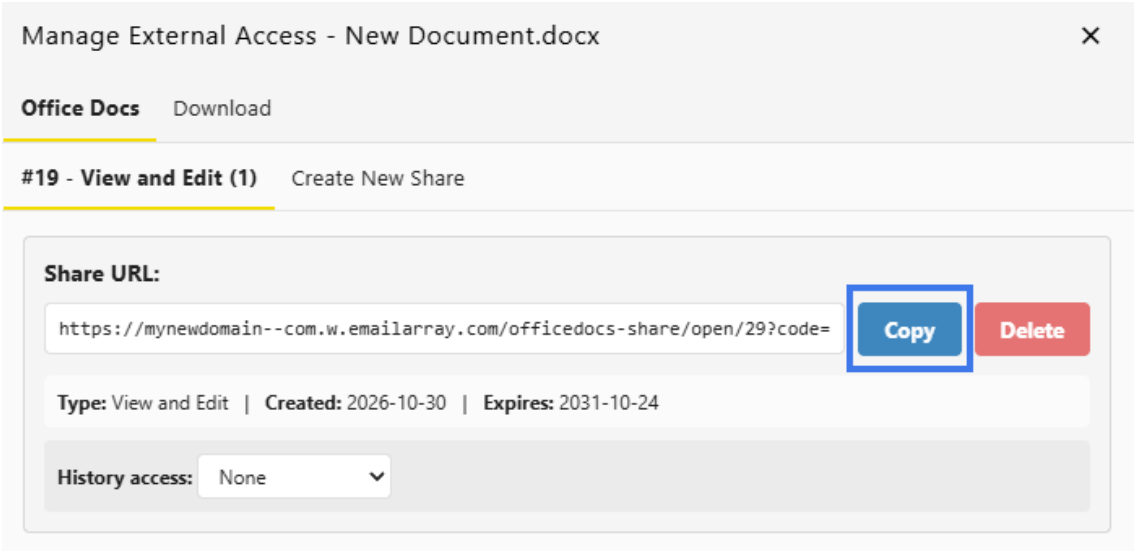
1. **Right-Click** the file.
2. Look for the **Share Externally** section.



3. Select the link type you want, such as view or edit.



4. Create the link.
5. Copy the link and send it to the recipient.

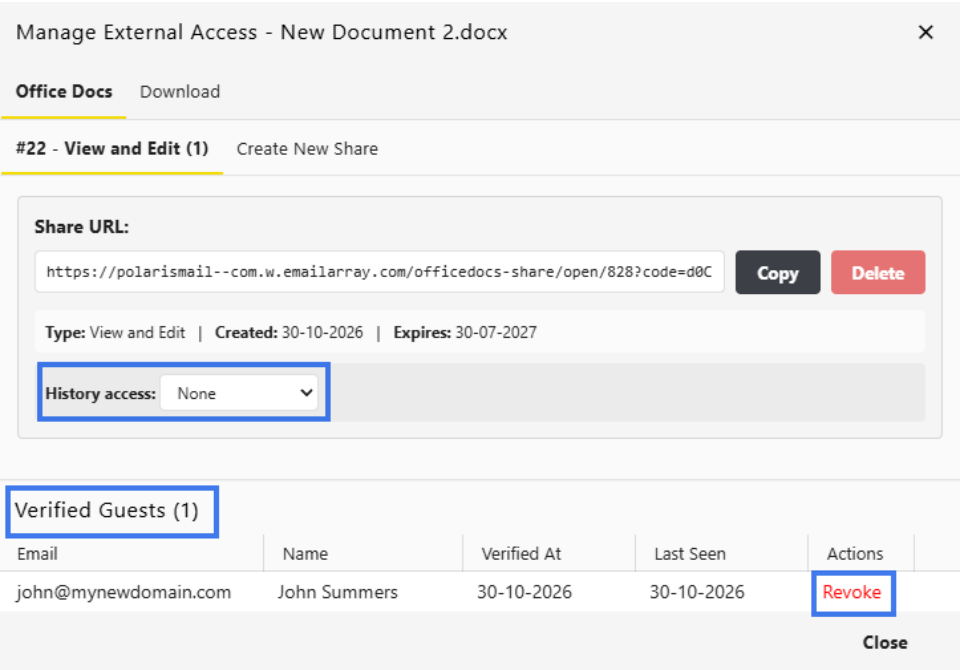


Permission Levels

- **Download Only —** The user can download a copy of the document without editing the original online
- **View in browser** — The user can open and read the document only
- **View & Edit collaboratively** — The user can make changes to the document

Managing Existing Shares

1. Open the share dialog.
2. Review the list of users who already have access.
3. Change the **Version History access.**
4. Remove access by selecting the **Revoke** option.



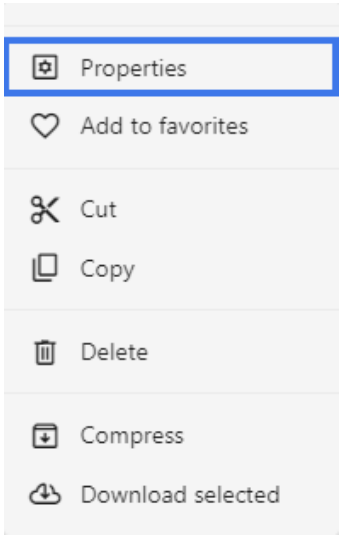
Email Notifications

- Users usually receive an email when a file is shared with them
- You may be able to include a message with your share
- External share links may need to be sent separately

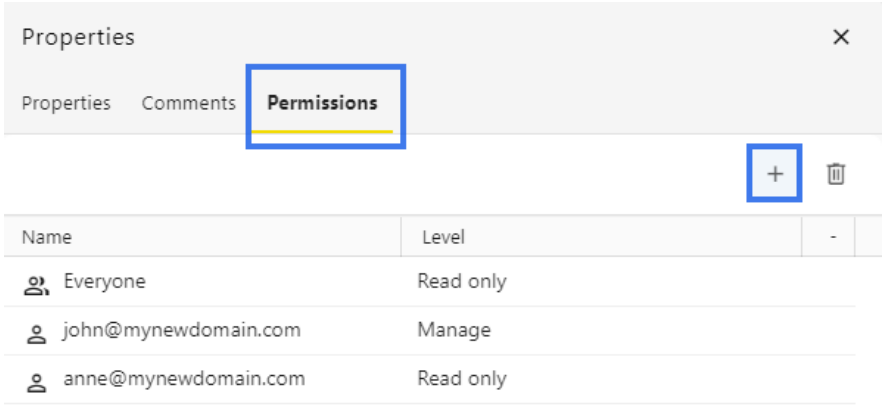
Share Folders

To share an entire folder from the Cloud:

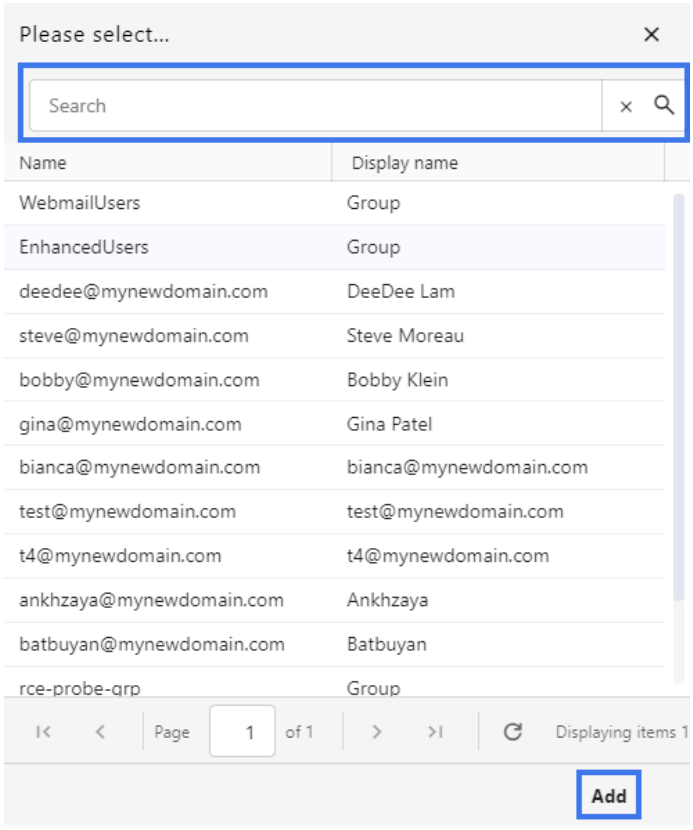
1. Go to the folder you want to share.
2. Right-click the folder.
3. Select **Properties**.



4. Choose the folder **Permissions** then the **+** icon.



5. Share it then click **Add**.



Sharing from Desktop Editors

You cannot share files directly from the Desktop Editors interface. To manage sharing, open the connected cloud workspace, which takes you to the PolarisMail interface where sharing options are available.

Other Ways to Share

You can also share files through the **File Explorer**, where you can access sharing settings for supported documents and folders.

Revision #2
Created 4 November 2026 18:17:47 by Gabriel
Updated 4 November 2026 18:59:51 by Gabriel