

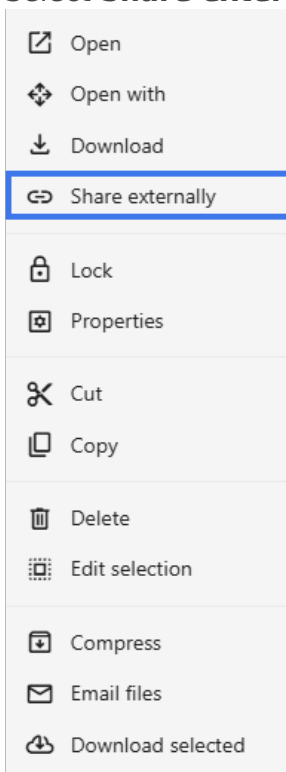
Sharing with Internal Users

Share documents with other users in your organization so they can view, edit, and collaborate on files directly. Internal sharing gives colleagues access without needing separate copies of the file.

Sharing from File Browser

To share a file from the file browser:

1. Open the folder that contains the file.
2. Right-click the file.
3. Select **Share externally**.



4. The sharing window opens.

Manage External Access - Implementation Plan Skyline Offices.docx

Office Docs

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#3 - View and Edit (1)

Create New Share

Share URL:

https://mynewdomain--com.w.emailarray.com/officedocs-share/open/18?code=

Copy

Delete

Type: View and Edit | Created: 2026-06-04 | Expires: 2027-01-01

History access:

None

Verified Guests (1)

Email	Name	Verified At	Last Seen	Actions
anne@mynewdomain.com	Anne Doe	2026-06-04	2026-06-04	Revoke

Close

Adding Users

Use the sharing window to add one or more internal users.

Permission Levels

The available permission levels may vary depending on the file type and workspace settings.

View Only

With view-only access, a user can usually:

- open and read the document
- not make changes to the file
- download the file, if downloading is allowed
- view collaboration details such as comments or version-related information, depending on the file settings

Can Edit

With edit access, a user can usually:

- edit the document
- save changes
- collaborate in real time

- create updates that appear in the document history

Sharing with Groups

If your organization uses groups, you can share with a group instead of adding users one by one.

1. Search for the group name.
2. Select the group.
3. Choose the permission level.
4. Save the sharing settings.

All group members then receive access based on the permission level you selected.

Viewing Current Shares

The sharing window also lets you review who already has access.

1. Open the sharing window.
2. View the list of users and groups with access.
3. See each user's permission level.
4. Identify the document owner if shown.

Modifying Permissions

You can update a user's access level at any time.

1. Open the sharing window.
2. Find the user in the list.
3. Change the permission level using the dropdown or access menu next to their name.
4. Changes take effect once the new settings are applied.

Removing Access

If someone no longer needs access, you can remove them from the share list.

1. Open the sharing window.
2. Find the user you want to remove.
3. Click the remove option next to their name.
4. Confirm the removal if prompted.
5. The user loses access immediately.

Notification Options

When sharing a file, you may have options to:

- send an email notification to the user
- include a custom message

- skip the notification for silent sharing

Folder Sharing

You can also share folders to grant access to multiple files at once.

1. Right-click a folder.
2. Select **Share**.
3. Add users with permissions.
4. Users can access all files in the folder.

Permissions may also be inherited by subfolders and files, depending on your folder structure and settings.

Finding Shared Documents

Documents shared with you may appear in:

- the **Shared with Me** section
- search results
- recent files after the document has been opened

Revision #1

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