

When inviting others to collaborate from outside of the organization, you can invite them to work with you by selecting **Specific People**. If they forward the invitation, only those who have preexisting access can use the link.

Create a Link for Secured Sharing

To share your content with specific people, you can provide them with a link that only works for the individuals that you invite. To do so, select **Specific People** in the **Link Settings** when creating the sharing link.

You have the option of disabling editing or even turning on **Block Download** for additional security.

Link settings ×

Who would you like this link to work for? [Learn more](#)

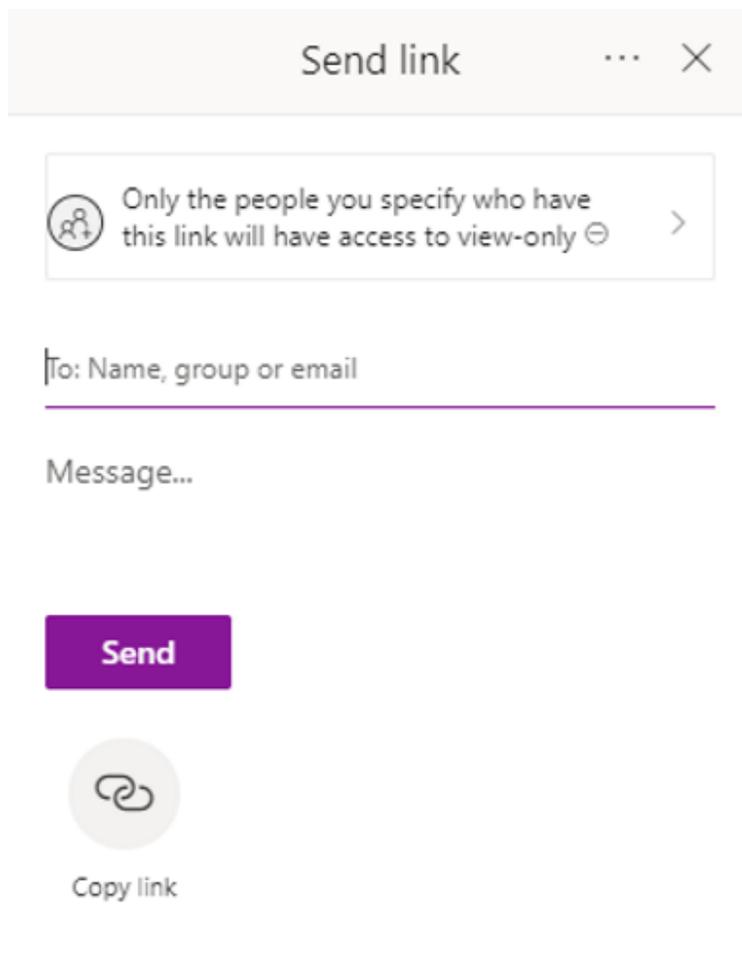
-  Anyone with the link ⓘ
-  People in Concordia Un...sity - Canada with the link
-  People with existing access
-  **Specific people** ✓

Other settings

Allow editing

Block download ⓘ

Apply Cancel



The recipient that has been selected will need to verify their identity before accessing the file.

If the recipient **does not** have a Microsoft 365 account, they can access the content through a one-time passcode sent to their email address to verify their identity. Once they receive the code, they can enter it into the verification screen to have access to the file.

If the recipient does have a Microsoft 365 account, they will be asked to sign into their account. Microsoft will request permission to see their name, email address and photo to verify their identity. It is possible that in rare cases recipients may need to provide a passcode as well to gain access.

When you're finished collaborating with external guests you can remove access to your files by going to the file in either OneDrive or SharePoint, then selecting **Details > Manage Access** to stop sharing content.