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How to share files safely using links and permissions

Sharing a link is quick, but it can also let the wrong people see your files. A little care with permissions keeps your information safe. This applies to OneDrive, SharePoint, Google Drive and similar services.

Names and buttons change, so use the nearest wording.

Know the two things you choose

1. **Who** can open the link.
2. **What** they can do with it.

Who can open the link

- **Specific people:** Only the people you name, who may need to sign in. This is the safest option.
- **People in your organisation:** Anyone in your workplace account.
- **Anyone with the link:** Anyone who has the link, even if you did not send it to them. Use this with care, as links can be forwarded.

What they can do

- **View** (or **Viewer**): they can read the file only.
- **Comment:** they can leave comments.
- **Edit** (or **Editor**): they can change the file, and in some cases delete it.

Choose the smallest option that does the job. Most people only need to view.

How to share

1. Find the file in your cloud storage.
2. Right-click it, or tap the three dots, and choose **Share**.
3. Check the settings on the link, often shown as a small gear or a drop-down.
4. Add names or email addresses, or copy the link.
5. Send it, and where possible add a message so the person knows it is genuine.

Checking and stopping sharing

Look for **Manage access** or the share button on the file to see who has it. You can remove a person or turn off the link. Stopping sharing does not delete the file, but it will stop others opening it.

Good habits

- Do not share whole folders if one file will do.
- Avoid putting personal data, bank details or passwords in shared files.
- Review old shares from time to time.
- Be careful with links you receive. Check they come from someone you expect.

When to get more help

Contact us if you shared something private by mistake, if you cannot tell who has access, or if you run a business and need clear rules about sharing client files.

Still stuck? Email admin@visiontech336.com and tell us what you can see on the screen. Menus and button names can differ slightly between versions and makes. If something does not match, stop and ask rather than guess. Please never send passwords or card details.