Sharing using Microsoft 365

Consider your target audience when clicking the Share button.

What share level is appropriate?
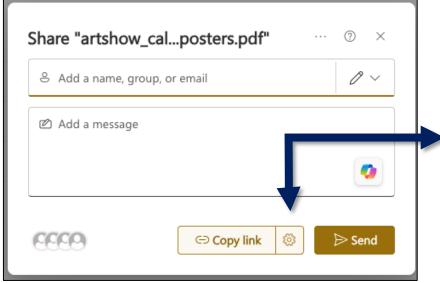
An individual:

Select the individual using the people picker. Then choose to copy the link or send directly to their email.
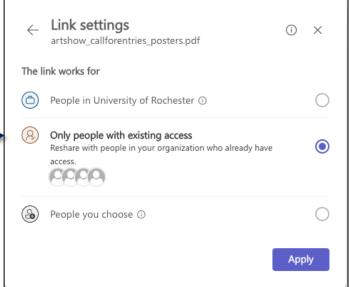
In an email:

'People in University of Rochester' as you may encounter a wider audience.

To a Teams Chat:

Sharing to a **Teams Chat** will automatically share the file with Team members.

Share "artshow_cal...posters.pdf"

⚲ Add a name, group, or email

🗒 Add a message

🔗 Copy link | ⚙ | ➤ Send

Link settings
artshow_callforentries_posters.pdf

The link works for

💼 People in University of Rochester ⓘ ◯

👤 Only people with existing access
Reshare with people in your organization who already have access.

👥 People you choose ⓘ ◯

Apply

By Default, all shared files begin with **Existing Access** only. You need to change the sharing setting to expand access to the content to additional people.

If you have questions or require assistance, please contact the IT Help Desk (univithelp@rochester.edu / 585-275-2000) or visit tech.rochester.edu.