

# Links for internal sharing



After signing in, users in your organisation can edit, copy, or download the file.



After signing in, users in your organisation can view, copy, or download the file.

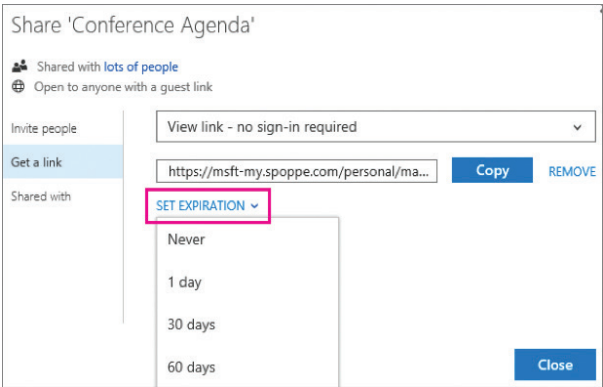
# Guest links



Users outside your organisation are not required to sign in to edit a file. However, they may need to sign in with a Microsoft account to copy or download the file.



Again users outside your organisation are not required to sign in to view a file. However, they may need to sign in with a Microsoft account to copy or download the file.



If you choose a link that requires no sign-in and you wish to set the link to expire, click Set expiration, and then choose how long before the link expires. Links that require Sign in do not expire, and there is no option to set an expiration for those links.

Click **Copy** to copy the link & **Paste** it into an email and send it or post it on a website for the people you wish to share with.