How to Enable External Sharing in SharePoint

📅 05/31/2021

Purpose

To allow Qdabra resources to enter your site and make some changes in your forms, you need to enable external sharing in SharePoint. This document will show you how you can setup your SharePoint site to be accessed by external users.

Pre-requisites

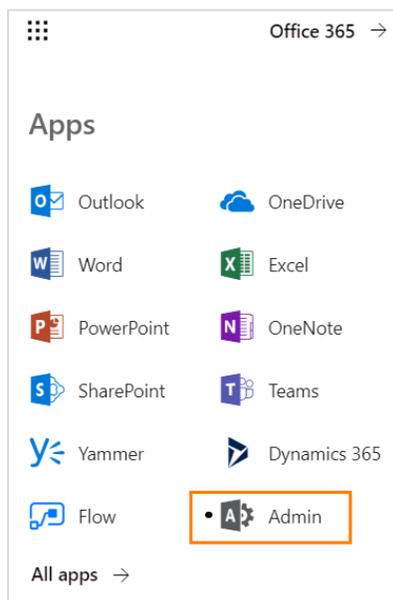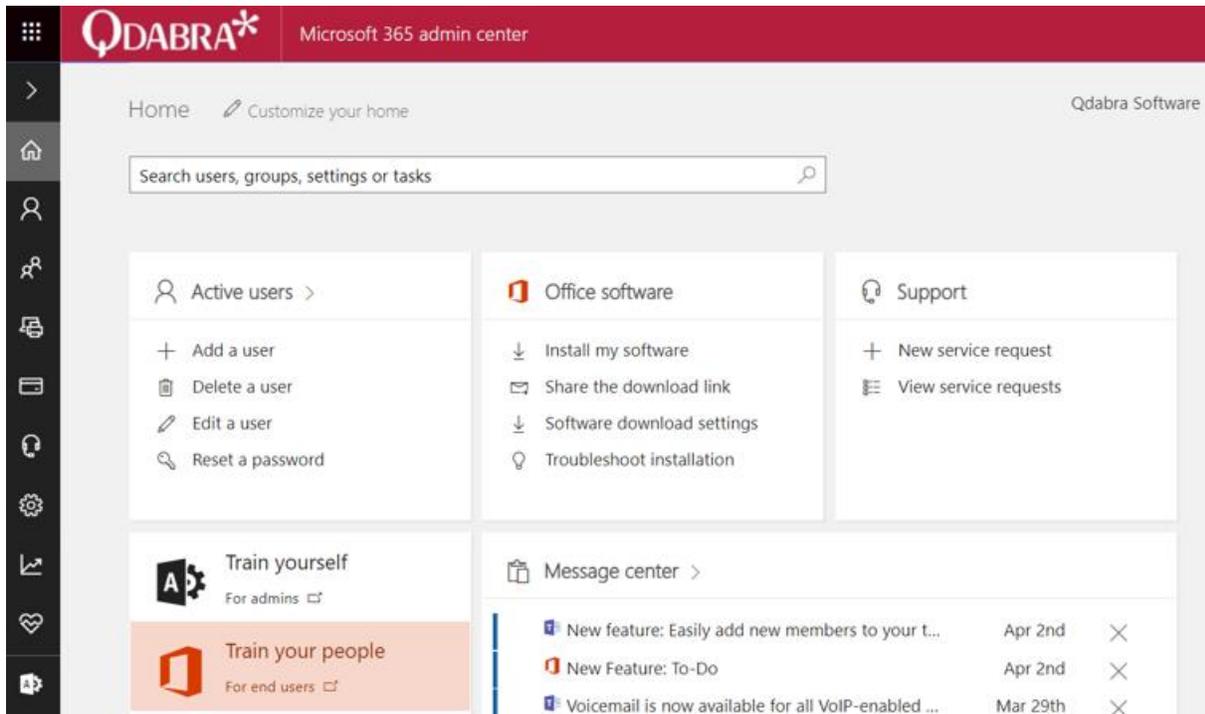You must be a global or SharePoint admin

Steps

There are two places where you need to configure external sharing:

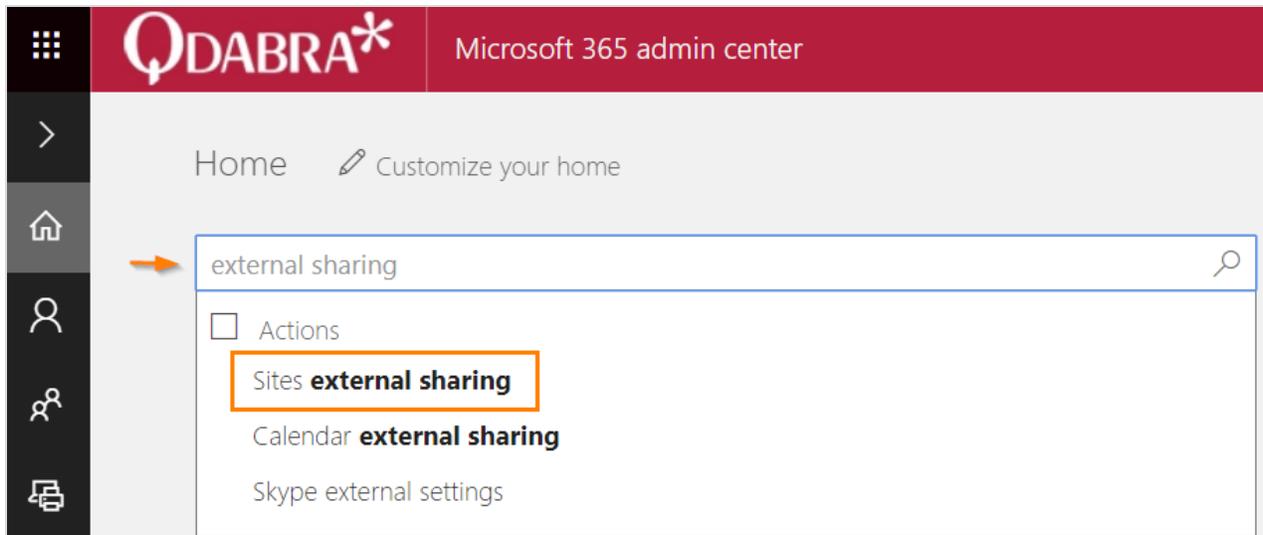1. Tenant Level
2. Site Collection Level

Tenant Level

1. Sign in to https://admin.microsoft.com as a global or SharePoint admin. Alternatively, you can access the admin page by opening your SharePoint site, click the App Launcher icon and select **Admin**.
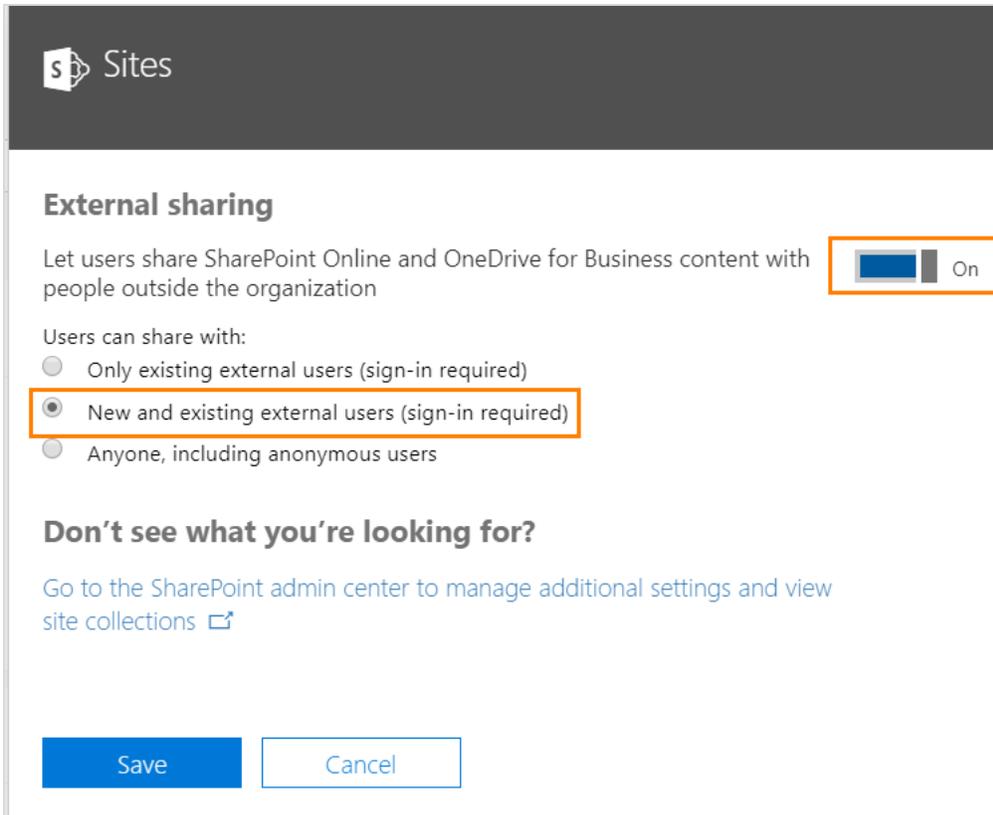
2. In the search box, type in "external sharing" and select "Sites external sharing" in the search results.
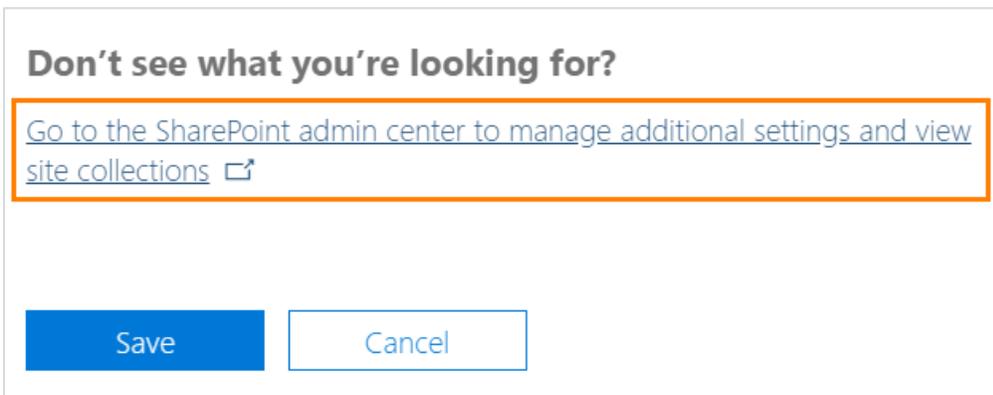

3. In the right pane, turn the **External Sharing** on and select **New and existing external users (sign-in required)** option. Then **Save**.
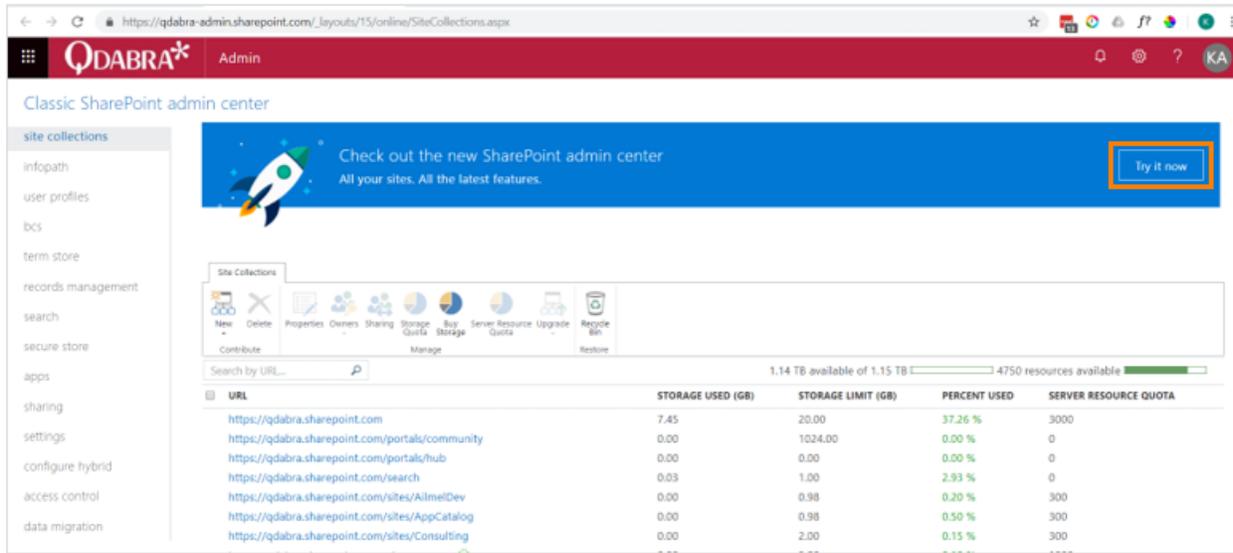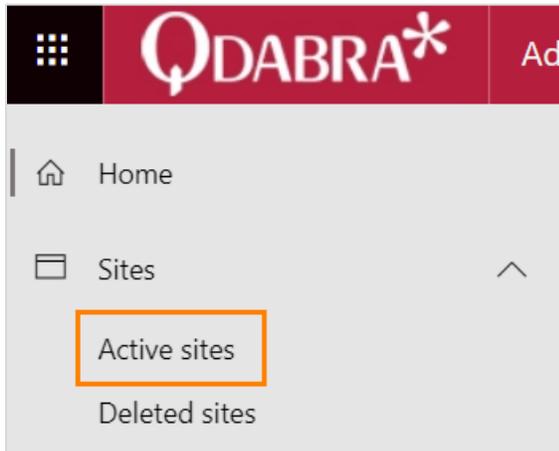
Site Collection Level

1. In the same pane as above, click the **Go to the SharePoint admin center to manage additional settings and view site collections** link. This will direct you to your SharePoint Admin Center.
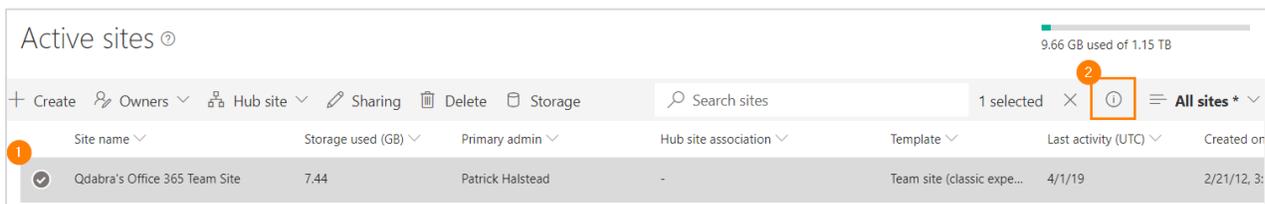

2. Click the **Try it now** button to view the new SharePoint Admin Center and too see the complete list of the sites.
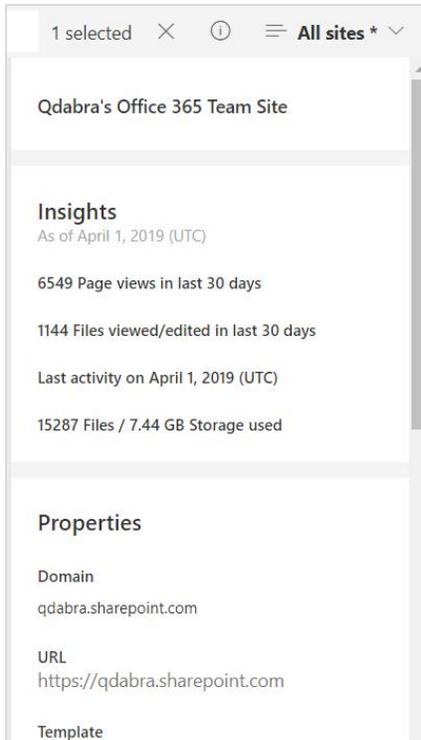
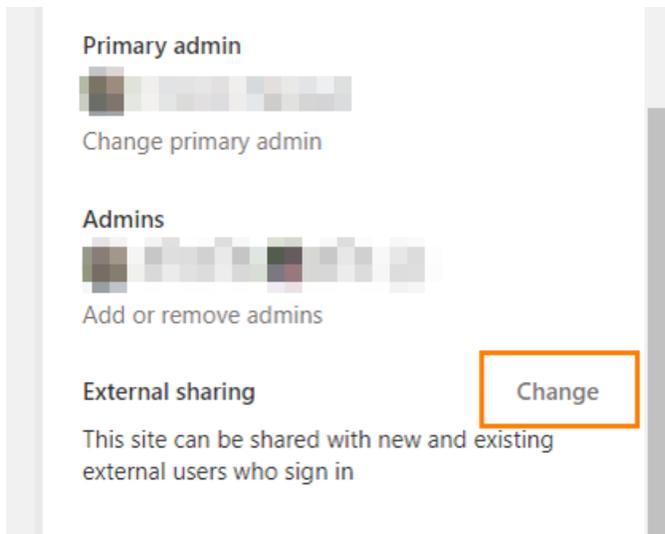3. In the left pane, click **Active sites**.

4. In the list of sites, select the site that you want to share. Once selected, click the information button. This will show you a new right pane.

5. At the bottom of the right pane, click **Change** beside **External Sharing**.

6. In the new right pane, select **New and existing guests** option. Then **Save**.
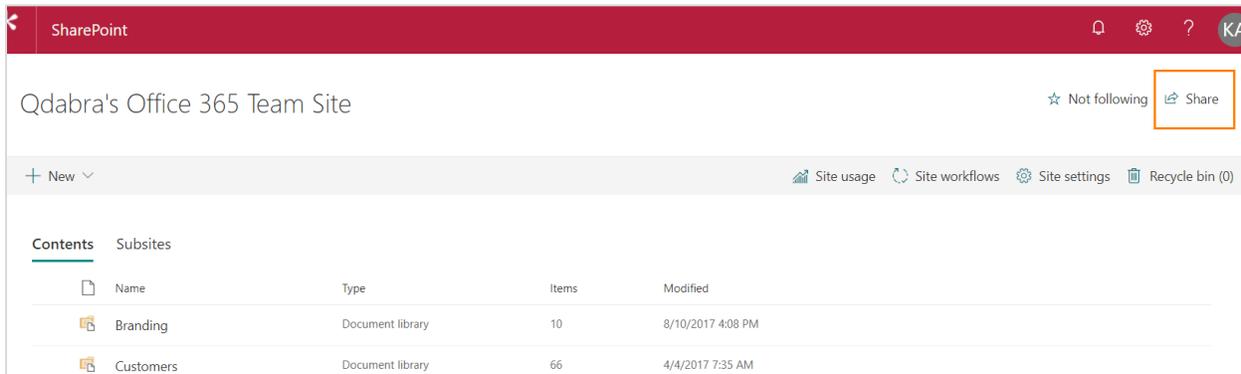
Share Your Site!

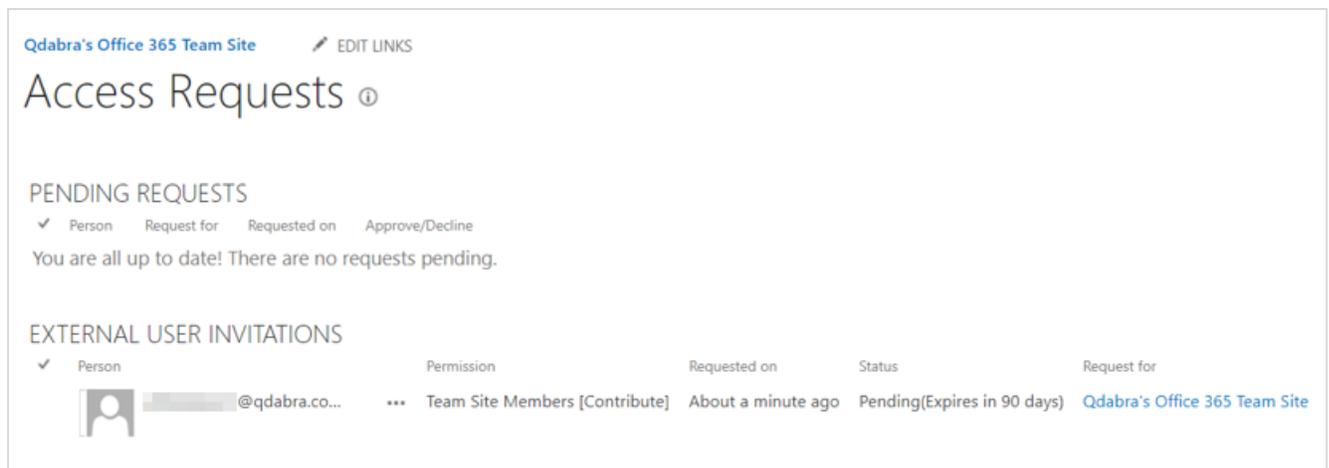1. Go to the site that you want to share and click **Share**.

2. In the pop-up window, enter the email address of the user that you want to have external access to your site. Then click **Share**.
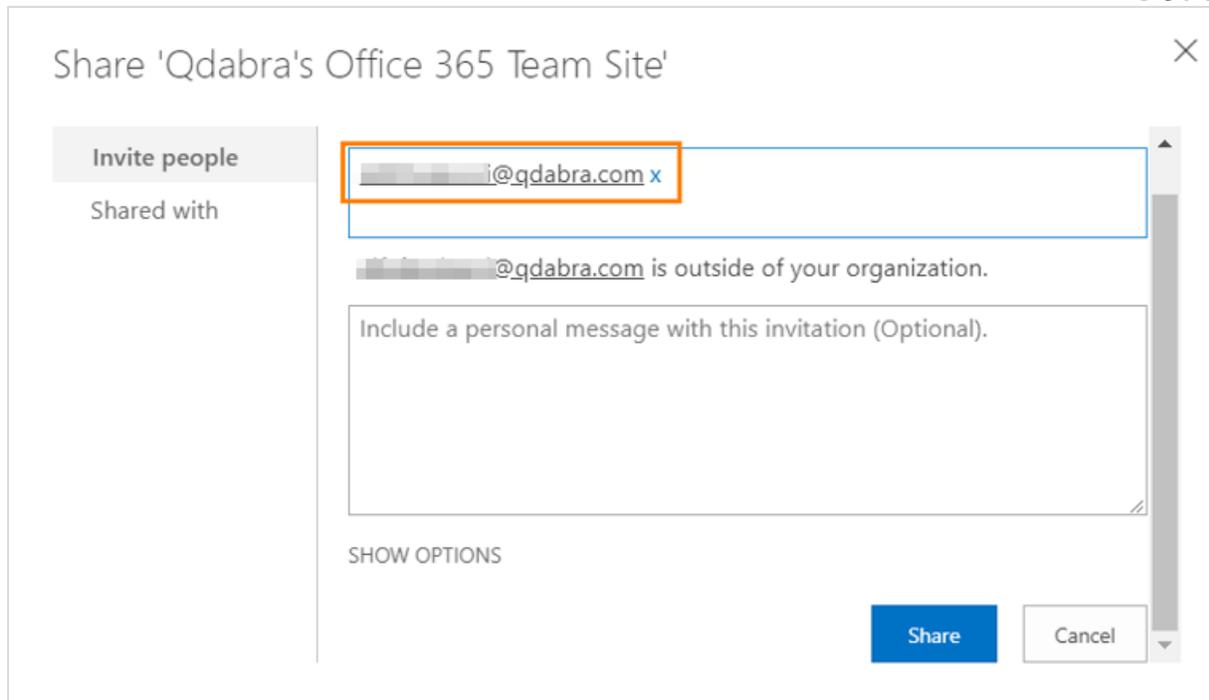
3. To verify that you have sent the invite to the external user, go to **Site Settings** > **Access requests and invitations**. You'll see here all the invitations sent to access your site.

4. Add the external user to be a Site Collection Administrator (To allow Qdabra resources to manage FormsViewer templates) by going to **Site Settings** > **Site collection Administrators**. Click **OK** after adding the email address of the external user.

Qdabra's Office 365 Team Site   ✏ EDIT LINKS

Permissions › Site Collection Administrators ⓘ

Site Collection Administrators

Site Collection Administrators are given full control over all Web sites in the site collection. They may also receive site use confirmation mail. Enter users separated by semicolons.

Kervi Ann Alfafara x

OK   Cancel

> **Note:**
>
> You may only be able to do add the external user as a Site Collection Admin once the the invitation is accepted via clicking the link in the email being sent by SharePoint.

Congratulations! You have now enabled external sharing in SharePoint!

Need help with this document?

Contact us at Support@Qdabra.com