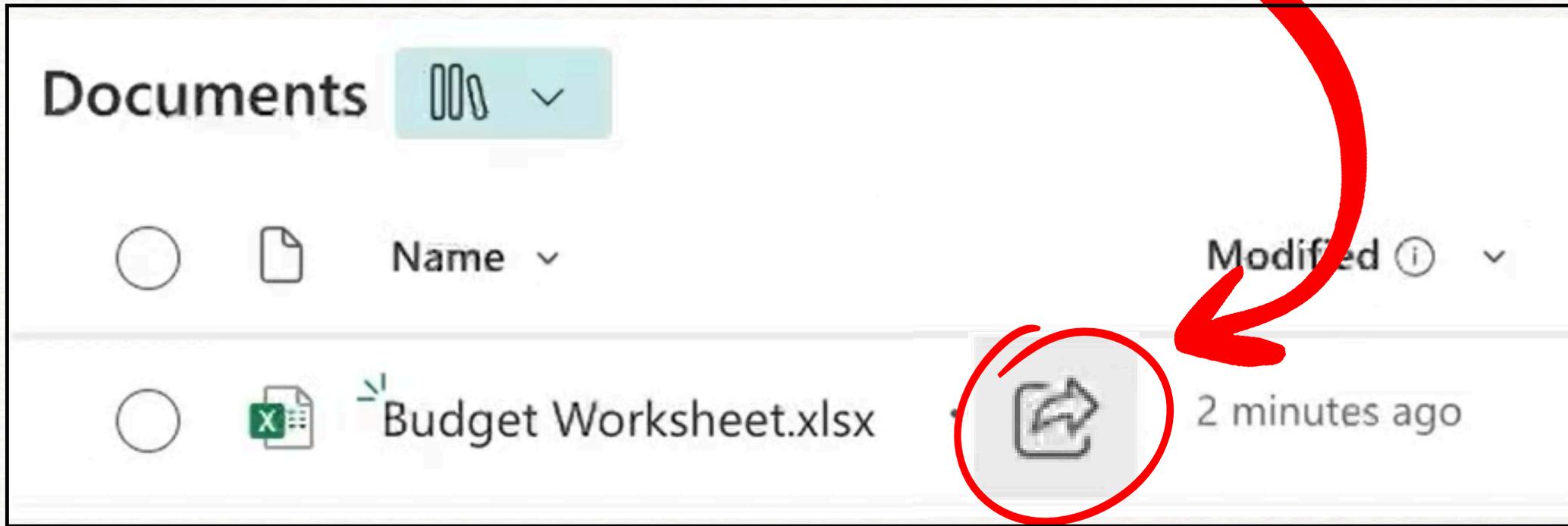


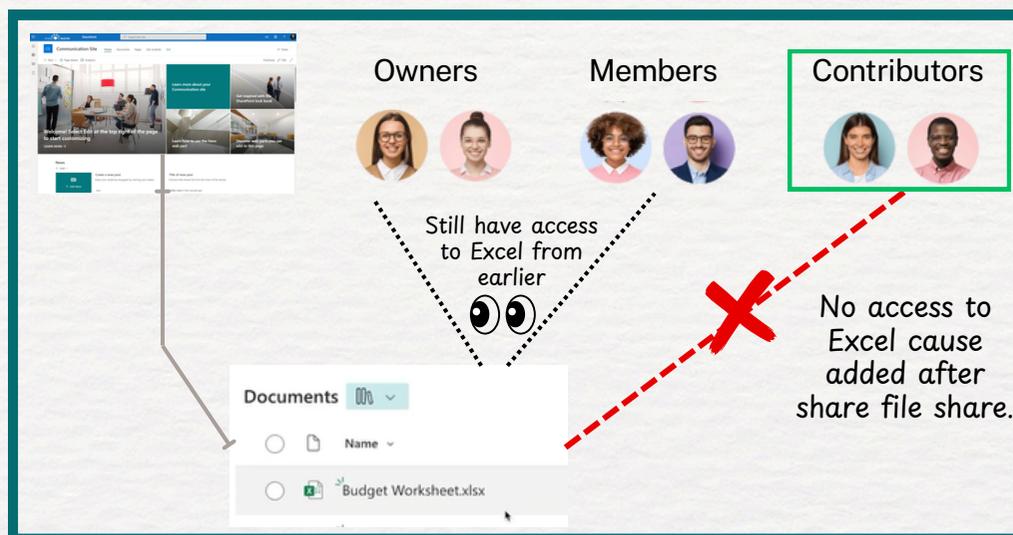


This button



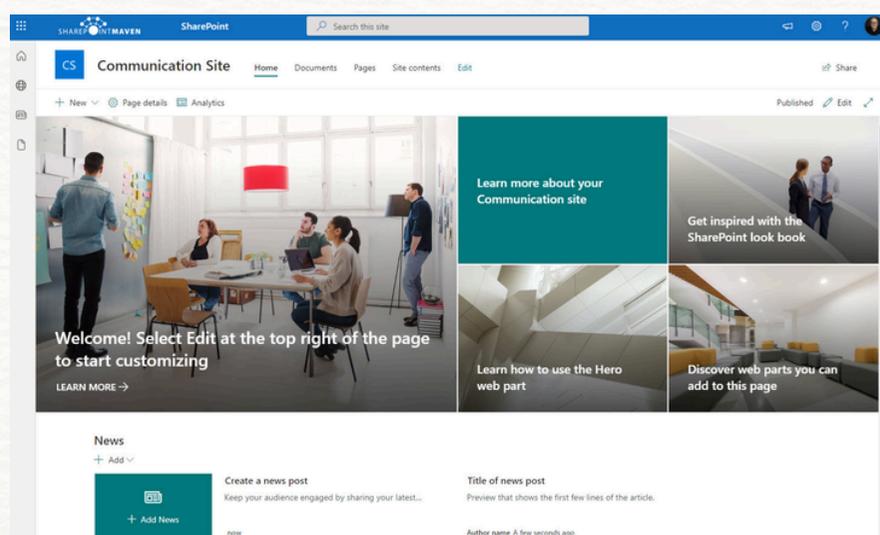
is the devil

SharePoint File Sharing Tutorial



SharePoint passes permissions from the **site level** to the **library level**, to keep things easy.

Big Events Budgets Site



Site Permissions

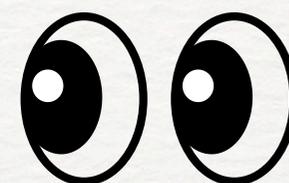
Owners



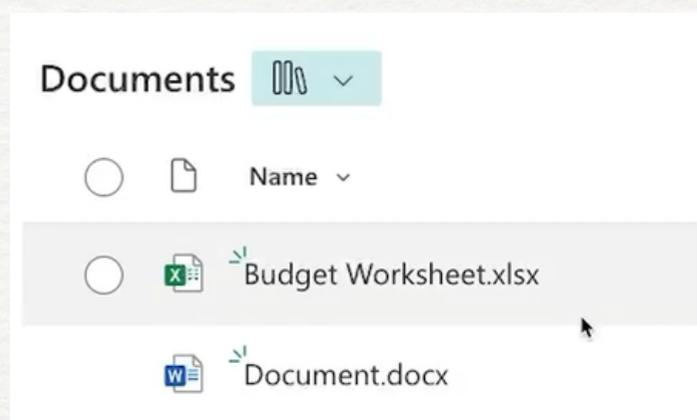
Members



Automatically get access



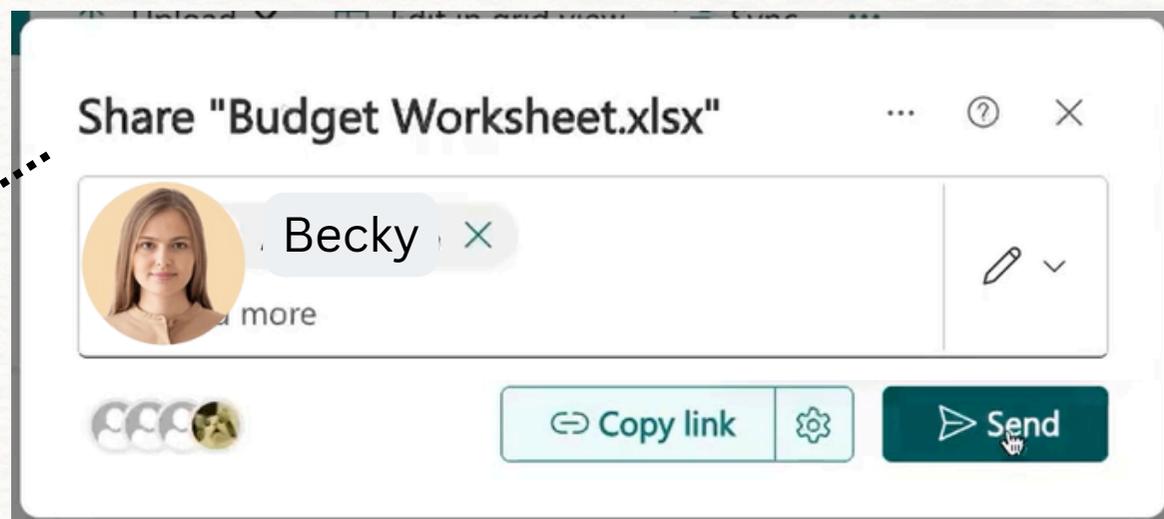
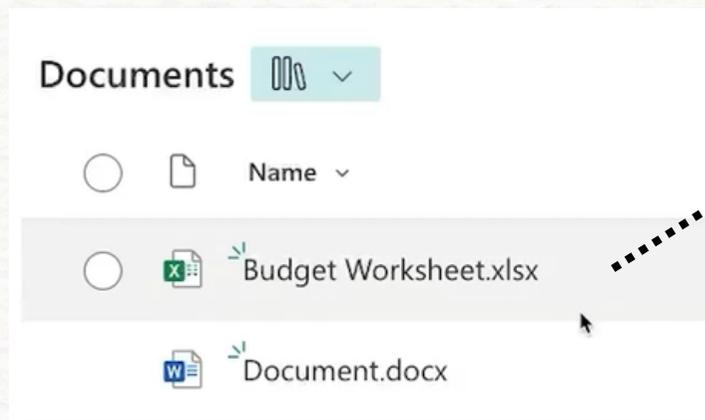
Budgets Document Library



Sharing an individual file, breaks the structure.

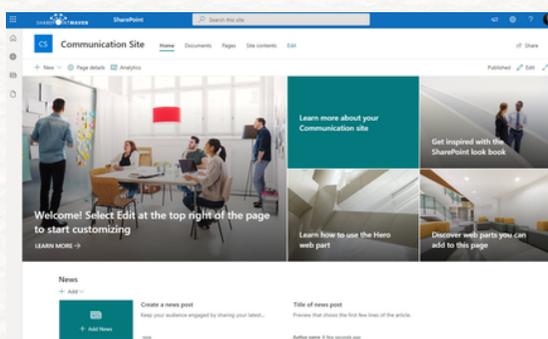
If you share an Excel file with Becky...

Budgets Document Library



(the one with the good hair)

Add then you **add a new group** at the site level called "Contributors".



Owners



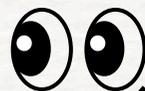
Members



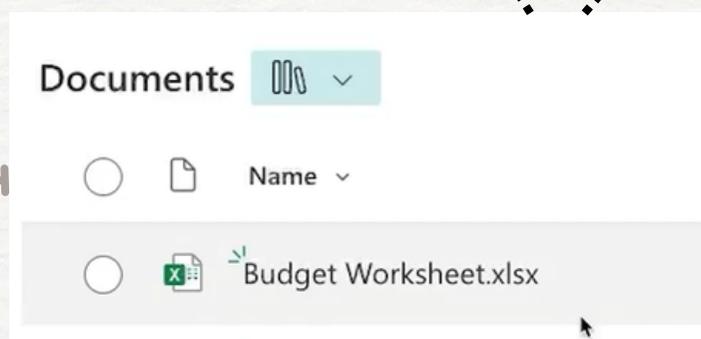
Contributors



Still have access to Excel from earlier



No access to Excel cause added after share file share.

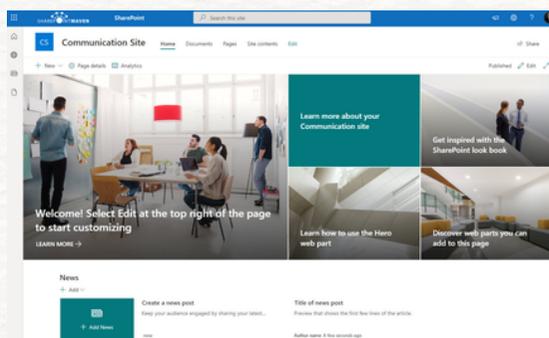


They **won't** have access to the Excel.

In the document library you could click **Delete Unique Permissions**



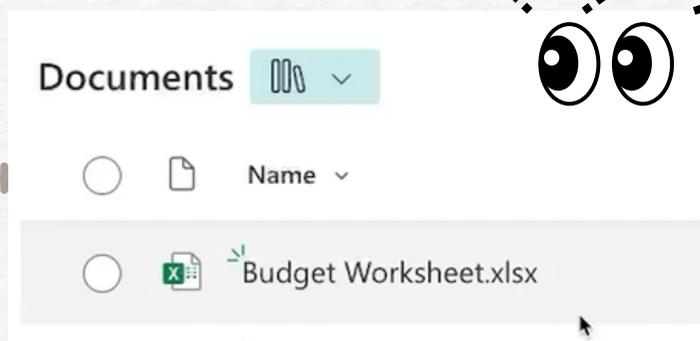
And that will give access at the top level.



Owners

Members

Contributors

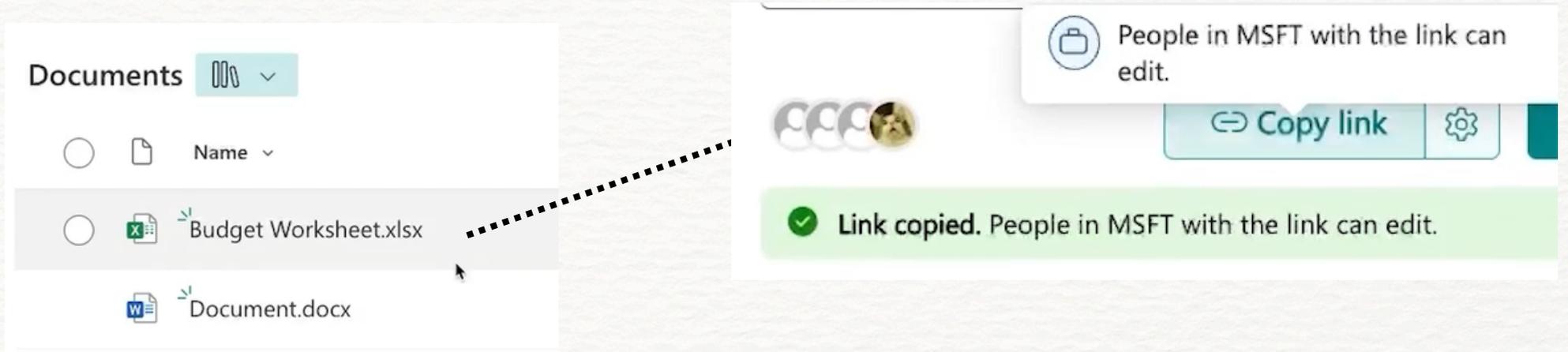


Becky

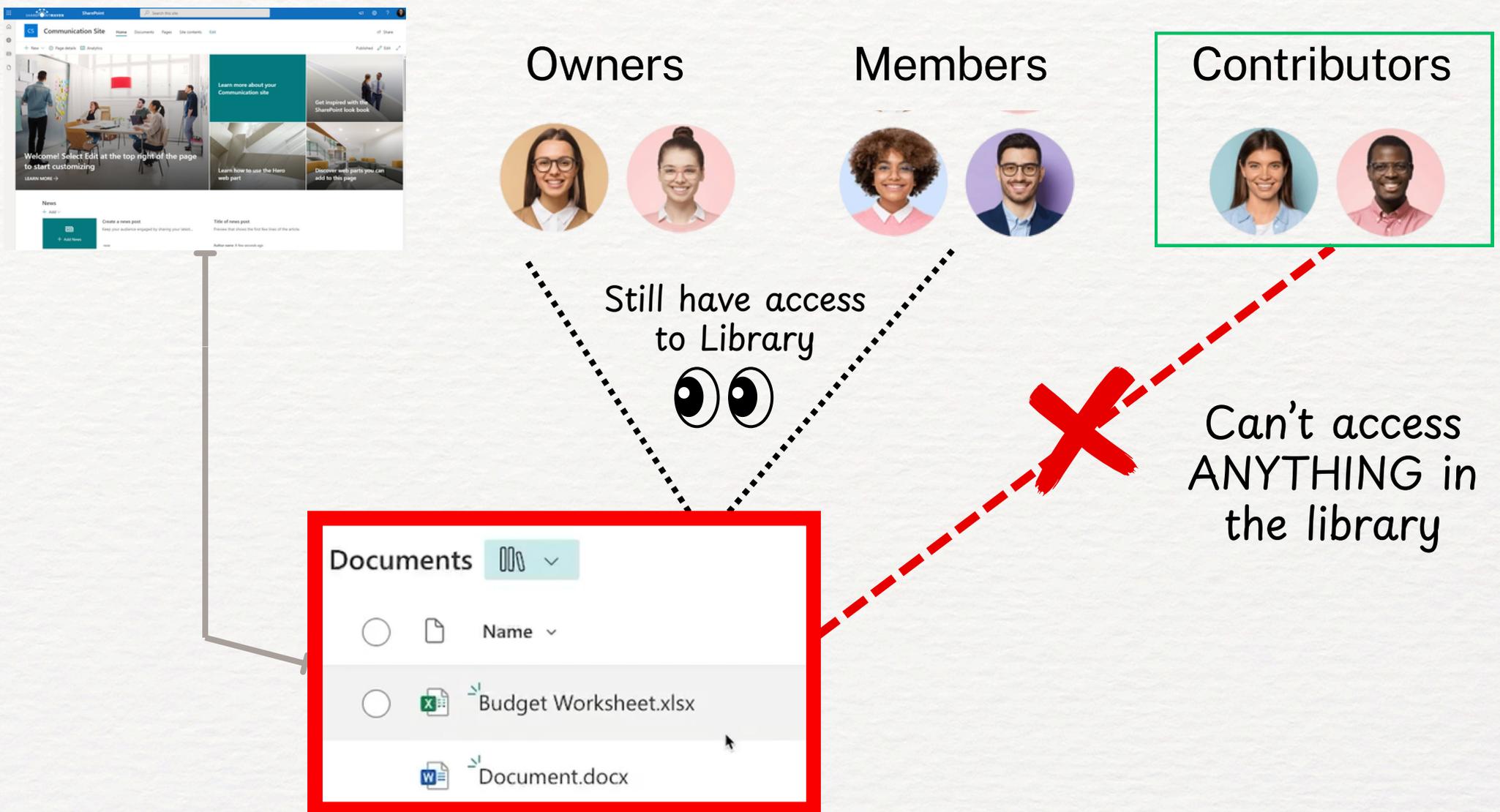
But then Becky would lose access.

**Not that anyone really liked her anyway.*

If you create a “Shareable” link..it’s worse!



Any new group won't be able to access the Excel, and **can't access** the ENTIRE LIBRARY.



Best Practices

- Don't share files individually.
- Definitely don't create shareable links.

If you must share individual files, consider these approaches instead:

1. Use a separate SharePoint site
2. Create a SharePoint group at the Site Level.
3. Create a Group at the Library Level

