

Sharepoint

- [Share content with external users](#)
- [Manage OneDrive Profiles](#)

Share content with external users

To share a Sharepoint folder with an external user, first select the folder and then click **Share**.

image not found or type unknown



Select the type of sharing by clicking the **People in...** link and then change it to **Specific People**.

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Select **Specific People**. Optionally, check the box to allow editing.

image not found or type unknown



Type in the email address of the external user(s) to share with. Then click **Send**.

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Then it will confirm that it was successful.

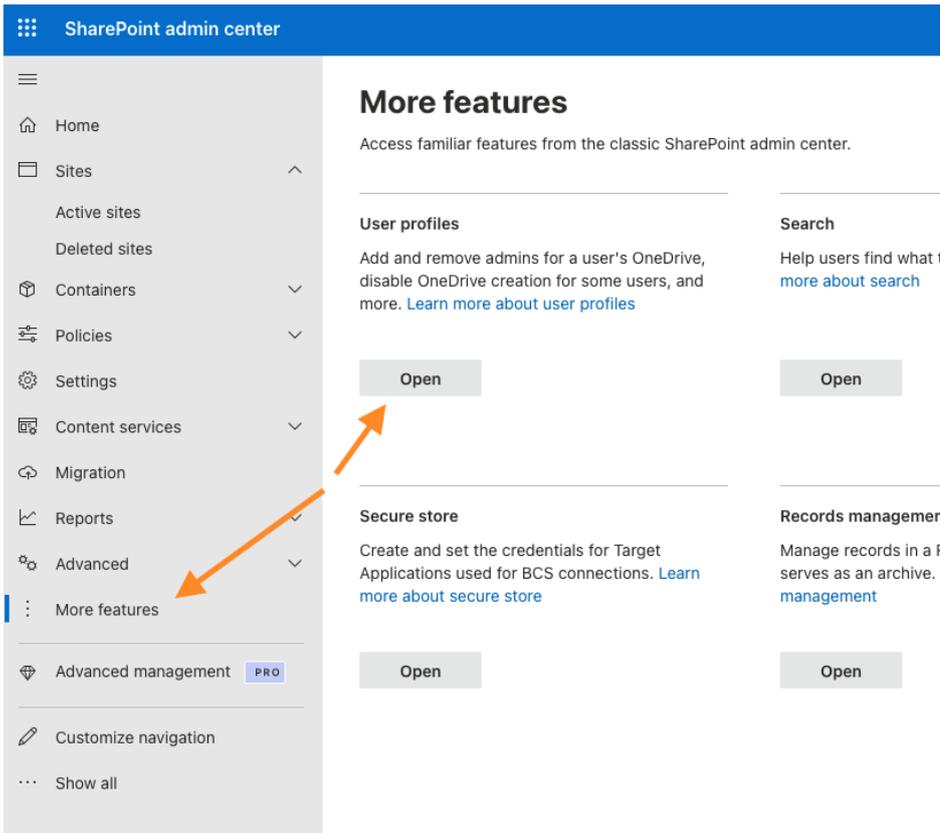
Image not found or type unknown



Manage OneDrive Profiles

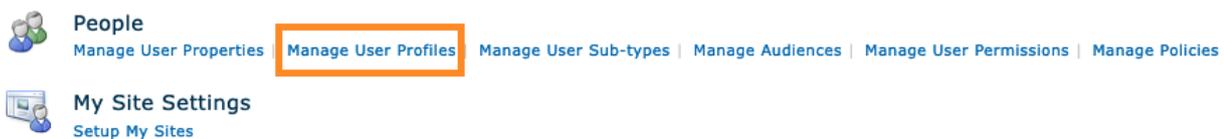
To get OneDrive Profiles for licensed users or users that were previously licensed, go to the Sharepoint Admin center. You can grant a user access to another user's OneDrive files. This is useful for the successor of a departed employee.

In the Sharepoint Admin Center, click **More Features**. Under **User profiles**, click **Open**.



Click **Manage User Profiles**.

User profiles



In the search box, type the name of the user and click **Find**.

User profiles

Use this page to manage the user profiles in this User Profile Service Application. From this page you can also manage a user's personal site.

Total number of profiles: 3,763

Find profiles

[New Profile](#) | [Delete](#) | View: Active Profiles | [Manage Sub-types](#) | Select a sub-type to filter the list of profiles: Default User Profile Subtype

Account name	Preferred name
There are no results to display.	

In the search results, click the profile you want to manage.

User profiles

Use this page to manage the user profiles in this User Profile Service Application. From this page you can also manage a user's personal site.

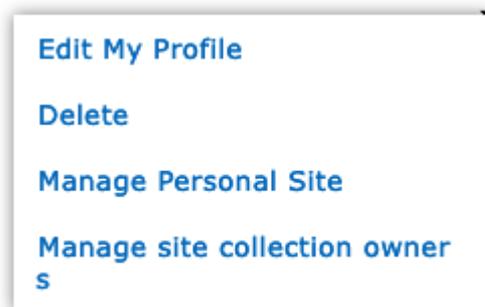
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Account name	Preferred name
<input type="checkbox"/> i:0#.f membership	

A menu pops open; click **Manage site collection owner**.



In the **Site Collection Administrators** box, type the name of an administrator to add, or choose from the list. Then click **OK**.

site collection owners

Primary Site Collection Administrator

User name:

Specify the administrator for this site collection. Only one user login can be provided; security groups are not supported.

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.

The account that was granted access can access the files by going to the OneDrive URL of that specific account. In the example below, replace `<tenantname>` with the Tenant name and `user_name_example_com` with the account's email address, replacing the @, periods and dashes with underscores.

`https://<tenantname>-my.sharepoint.com/personal/user_name_example_com/`