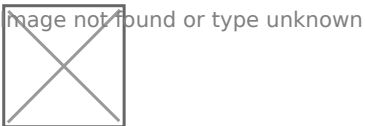
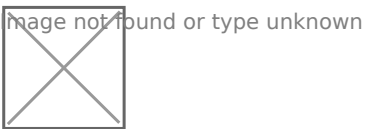


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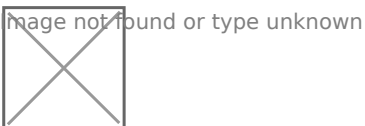
To share a Sharepoint folder with an external user, first select the folder and then click **Share**.



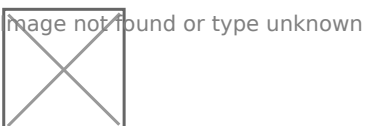
Select the type of sharing by clicking the **People in...** link and then change it to **Specific People**.



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



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



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