

Sharing a document or folder from Sharepoint with an external contact:

1. Right click the folder or document you plan to share
2. Click on “Share” with the blue cloud
3. Click the box that says “People in Kohlmeyer Hagen Law Office with the link can edit”
4. Click “Specific People”
5. Unclick “Allow Editing”
6. Click “Apply”
7. Type in the email address
8. Enter your message.
9. Click “send”

Copying a link for a document or folder in Sharepoint to include in a regular outlook email to an external contact:

1. Follow steps 1-7 above.
2. Click “Copy Link” at the bottom left of the Sharepoint box.
3. Paste the link into your regular outlook email and send as normal.

IMPORTANT: When using the “Copy Link” method, the email address you enter in Step 7 **MUST** match the email address you enter in your actual outlook email. If these match, your link will be blue, meaning it matches and the person receiving the link will be able to open the link. If the link is red, that means the email address does not match or you’ve entered an email address you didn’t initially include in Step 7.