In order to track and control where a file is being shared it is advisable to share a link to the file, rather than directly emailing a copy to an external user.

1. Find the file you wish to share and right-click on it. You will see a "Share" option



2. On the next window, go to the "Pencil" button:

	Share "Articles of Association.pdf"	×	
	Send link		
	Articles of Aociation.pdf		
	People you specify can view >		
	To: Name, group or email		
	Message		
	<b>•</b> •••	Send	
z	Choose "Link Settings".		
5.	choose Link Settings .	Use "Anyone with this link", where you can	
	Share "Articles of Association.pdf" X	expire the link after a certain time and	
	Link settings Articles of Aociation.pdf	block the file from being downloaded.	
ſ	Who would you like this link to v and ror? Learn more	You will also need to set a password for	
	Anyone with the link	this file as an additional precaution. When	
	People in Sutton Coldfool for Girls with the link	you click "Apply" you can then provide an	
	People with existing access	email address to send the link to.	
	(a) Specific people		
	Other settings	N.B. DO NOT send the password on the	
	Can view	same email!	
	~		
	Apply Cancel		

## Other settings

X	Can view			$\sim$	
	Expires Thursday, 10 Nov 2022			×	
۵	Set password				
Θ	Block download				
		Apply		Cancel	
Share "Articles of Association.pdf"				×	
Send link Articles of Aociation.pdf					
(#	Anyone with the link can view-only $\square \ominus$ >				
То	: Name, group or email		≈ ~		
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