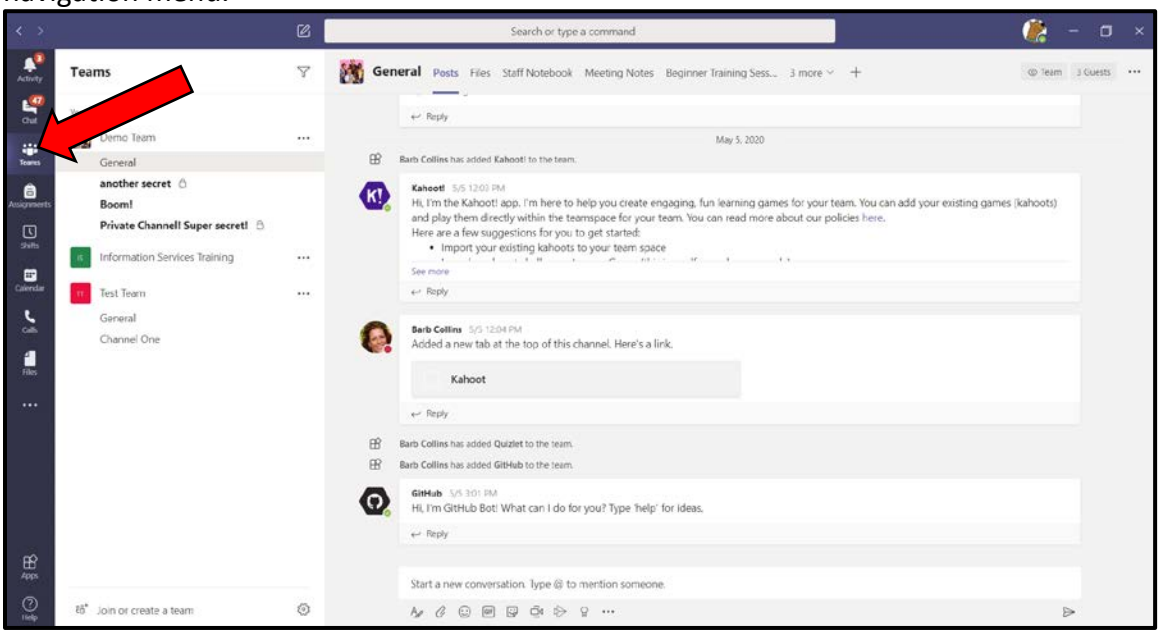
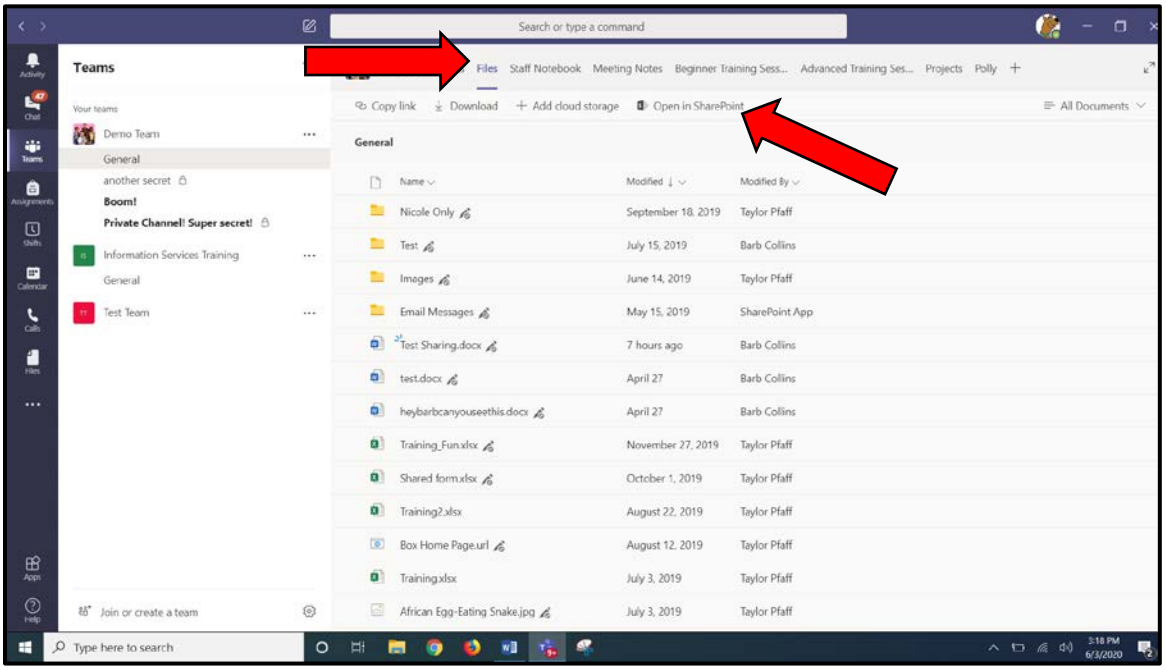
Permissions on Shared files in Teams (Shared Libraries/SharePoint)

Member: View

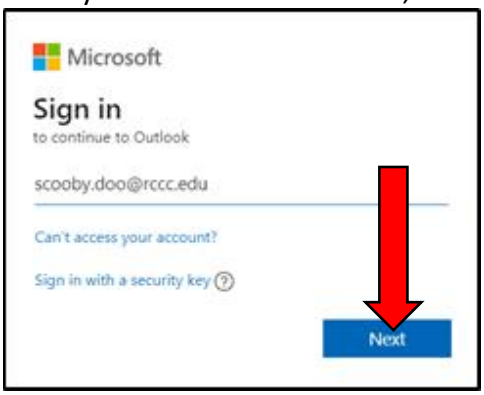
Open up the Teams application on your computer, then select the "*Teams*" icon in the navigation menu.



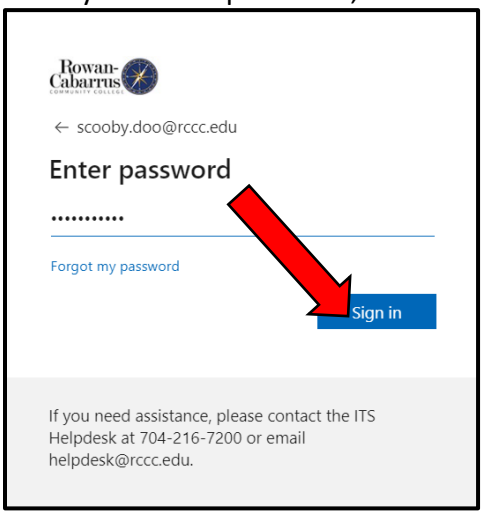
Go to a team, then select the "*Files*" Tab. Select the "*Open in SharePoint*" icon.



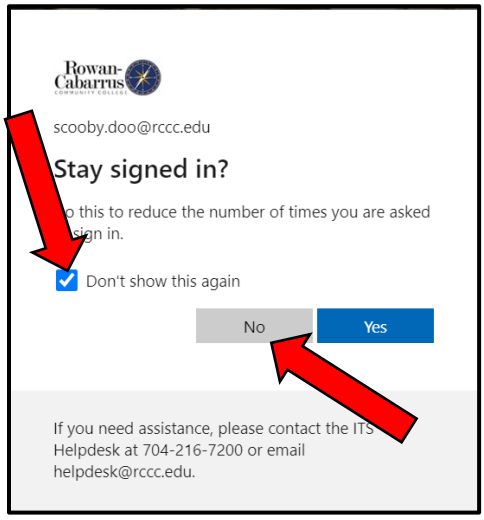
Enter your RCCC email address, then select the "*Next*" button.



Enter your email password, then select the "*Sign in*" button.

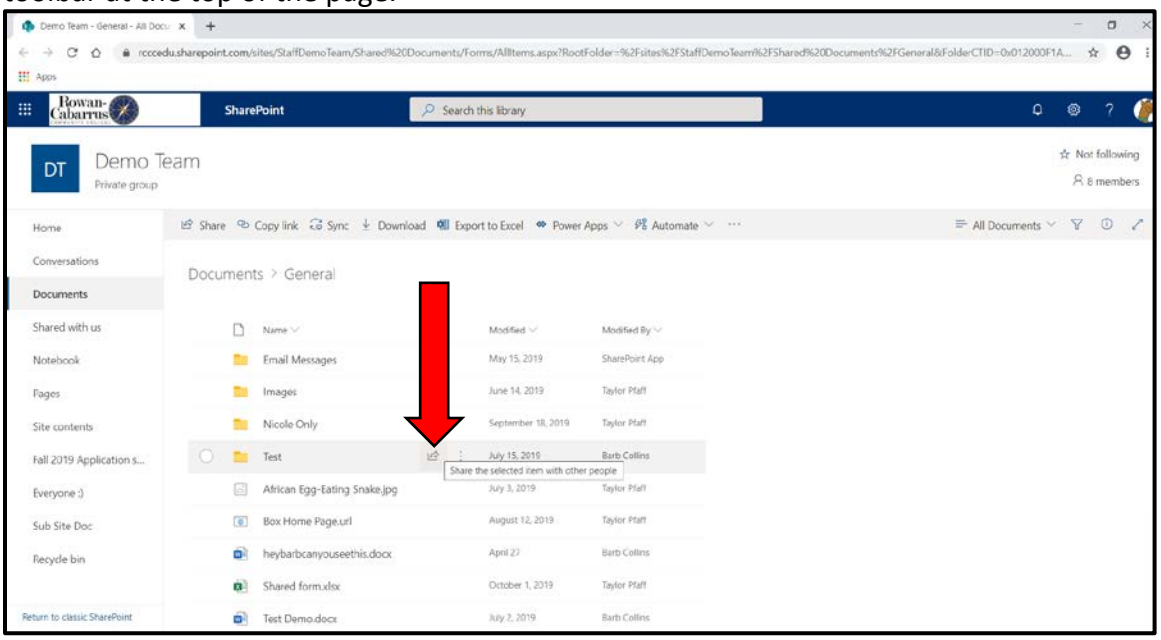


The following pop-up window will display. Select the "*box*" next to Don't show this again, then select the "No" button.

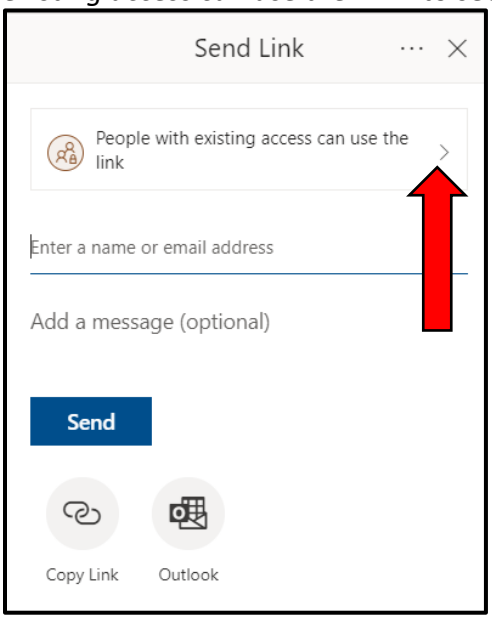


The documents located in the General channel in the team will display in the window. Hover over a folder or file, then select the "*Share arrow*" icon.

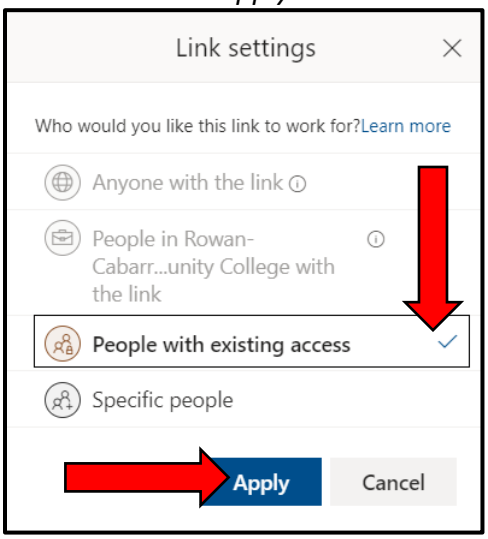
Note: You can also right-select, then select "*Share*" or select the "*Share*" icon located in the toolbar at the top of the page.



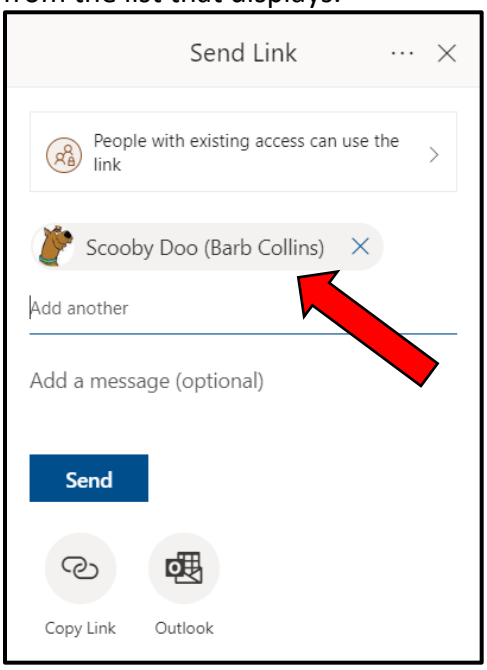
As a member of the team with view only access you will have different options available to you in the Send Link window. Select the "*arrow*" next to the default setting which is "*People with existing access can use the link*" to see these other options.



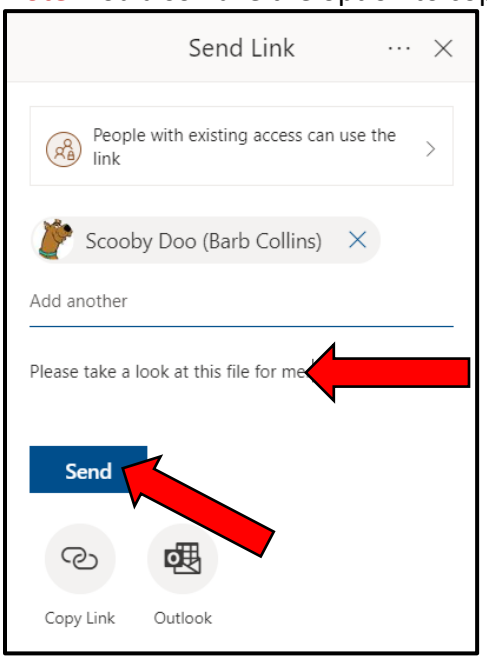
The Link settings window will display. As a member of the team with view only access you can share a link to the file or folder with “People with existing access”. Keep this option selected, then select the “*Apply*” button.



Enter the name of the person you want to share a link to the file with, then select “*their name*” from the list that displays.

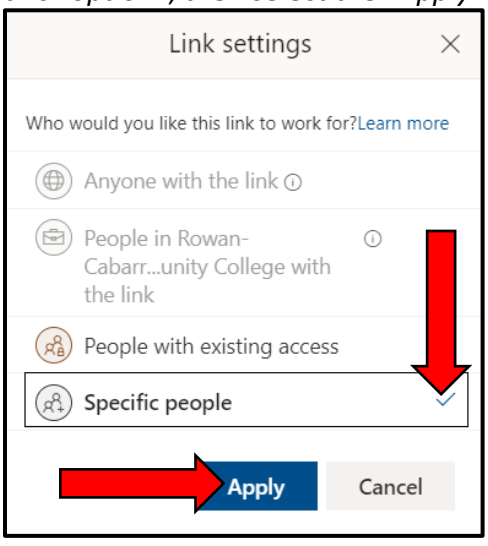


Enter a message in the Add a message field, then select the "*Send*" button.
Note: You also have the option to copy the link or send the link in an email.



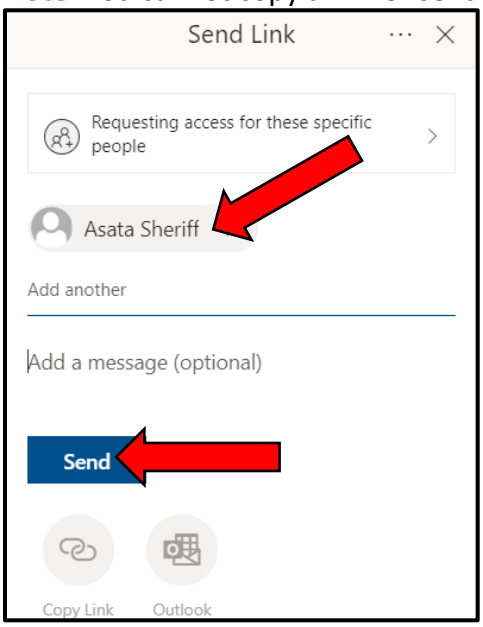
The Link sent pop-up window will display letting you know the link has been sent.

The other option available to you as a member with view only access is "*Specific people*". Select this "*option*", then select the "*Apply*" button.



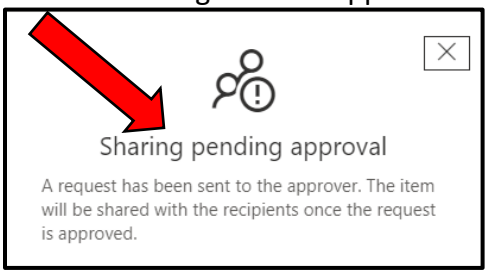
The Send Link window will now display. Notice as a member with view only access you can only request access on behalf of specific people. Enter the name of the person you want to share a link to the file or folder with, then select "*their name*" from the list that displays. Enter in a message if you like, then select the "*Send*" button.

Note: You cannot copy a link or send it in an email.



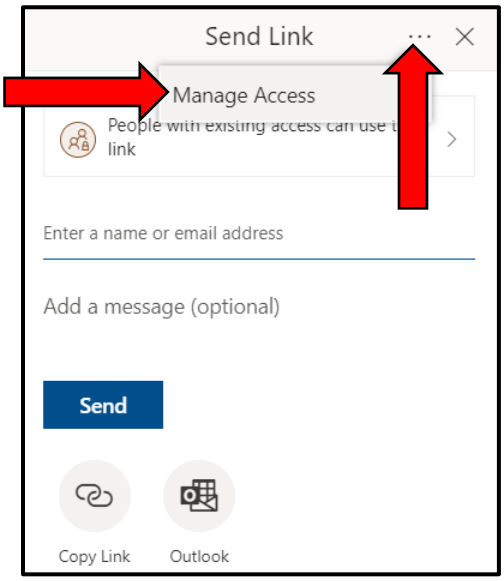
The Sharing pending approval pop-up window will display letting you know the request has been sent to the approver (owner).

Note: The owner will receive an email letting them know a request to share a link to a file or folder is waiting for their approval.

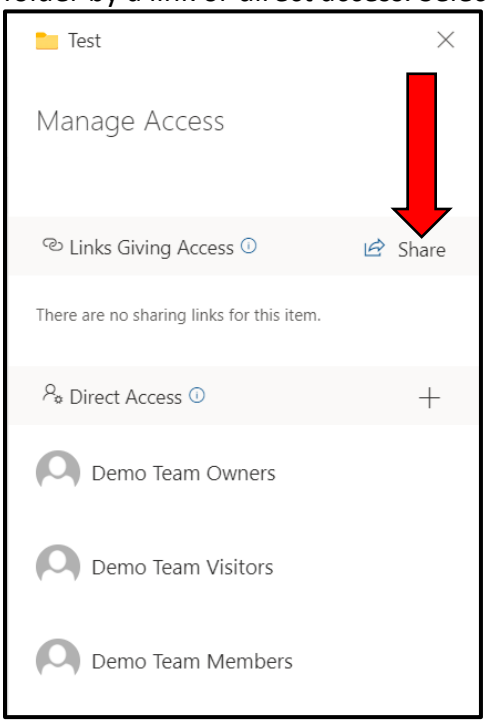


Manage Access

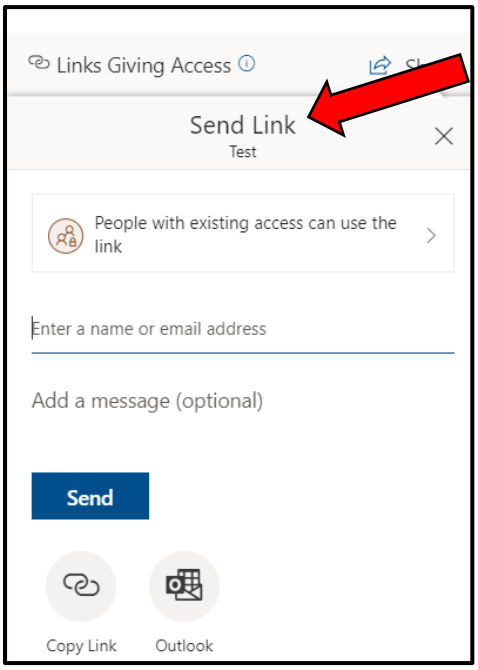
Select the "*three dots*" located on the right in the Send Link window, then select "*Manage Access*".



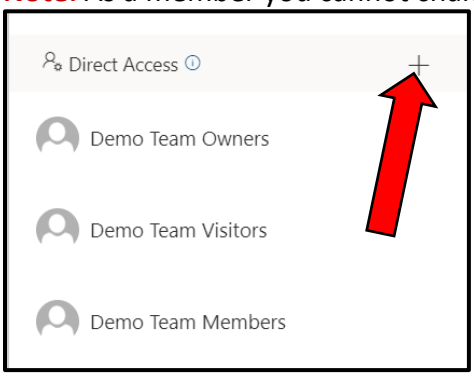
The Manage Access window will now display. Notice you can see who has access to the file or folder by a link or direct access. Select the "*Share*" icon.



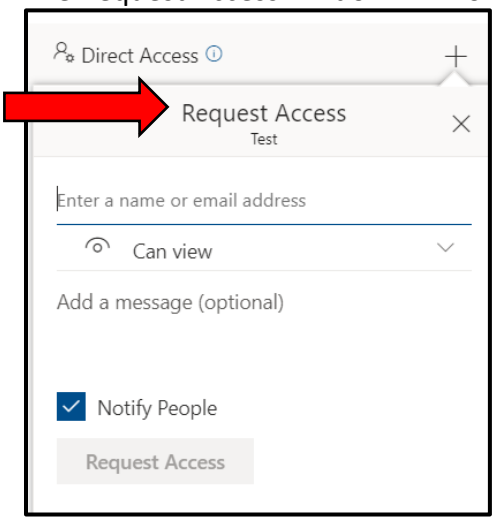
The Send Link window will display with the same options available to you as far as sharing a link to the file or folder.



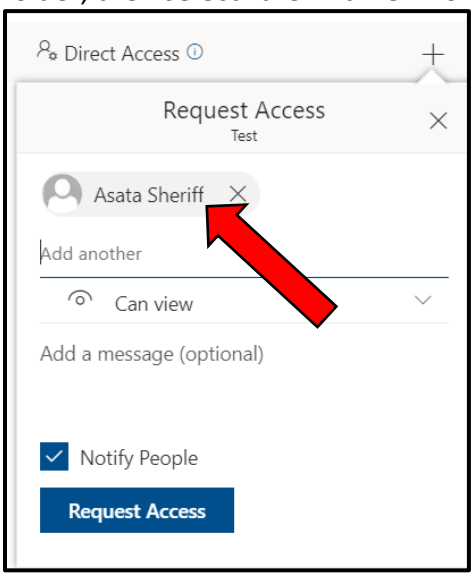
As a member of a team who has view only access you can request direct access to file or folder on behalf of someone. Select the "*plus sign*" located on the right in the Direct Access section.
Note: As a member you cannot change any permissions on a file or folder



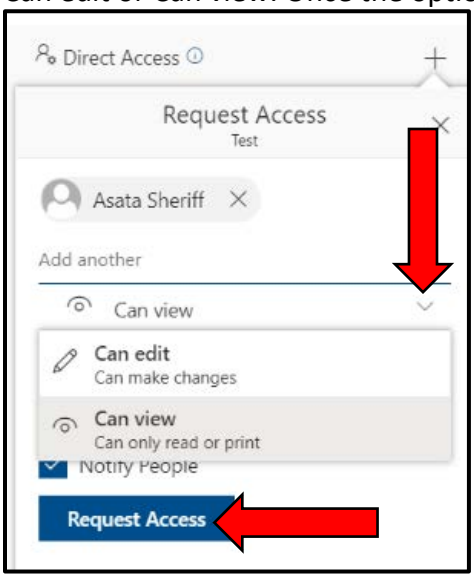
The Request Access window will now display.



Enter the name of the person you want to request direct access on behalf of to the file or folder, then select "*their name*" from the list that displays.



Select the "*drop-down*" to select the permission options for this request. You can choose from Can edit or Can view. Once the options are set, select the "*Request Access*" button.



The Access Requested window will display letting you know that access has been requested. An email will be sent to the owner for them to approve direct access to the file or folder.