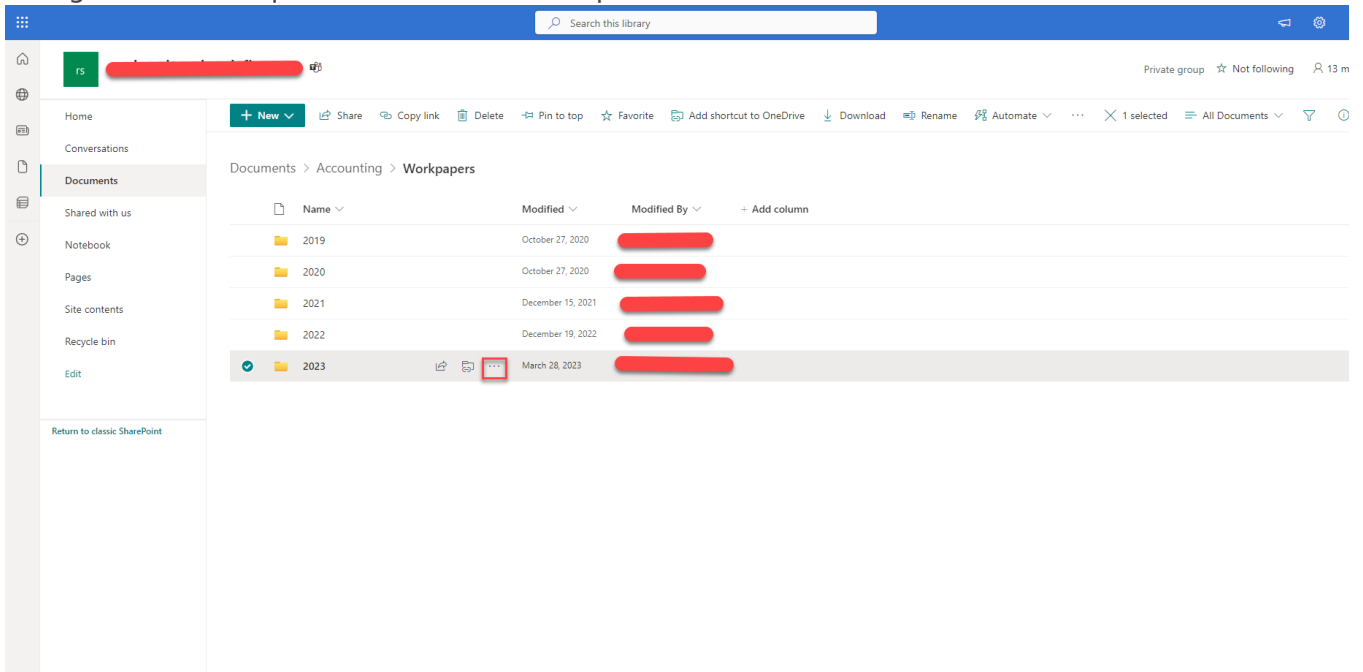


Adding user to Folders in Sharepoint

- Navigate to the required location in Sharepoint



- Select the folder and choose the three dots
- Choose the "Manage Access button"

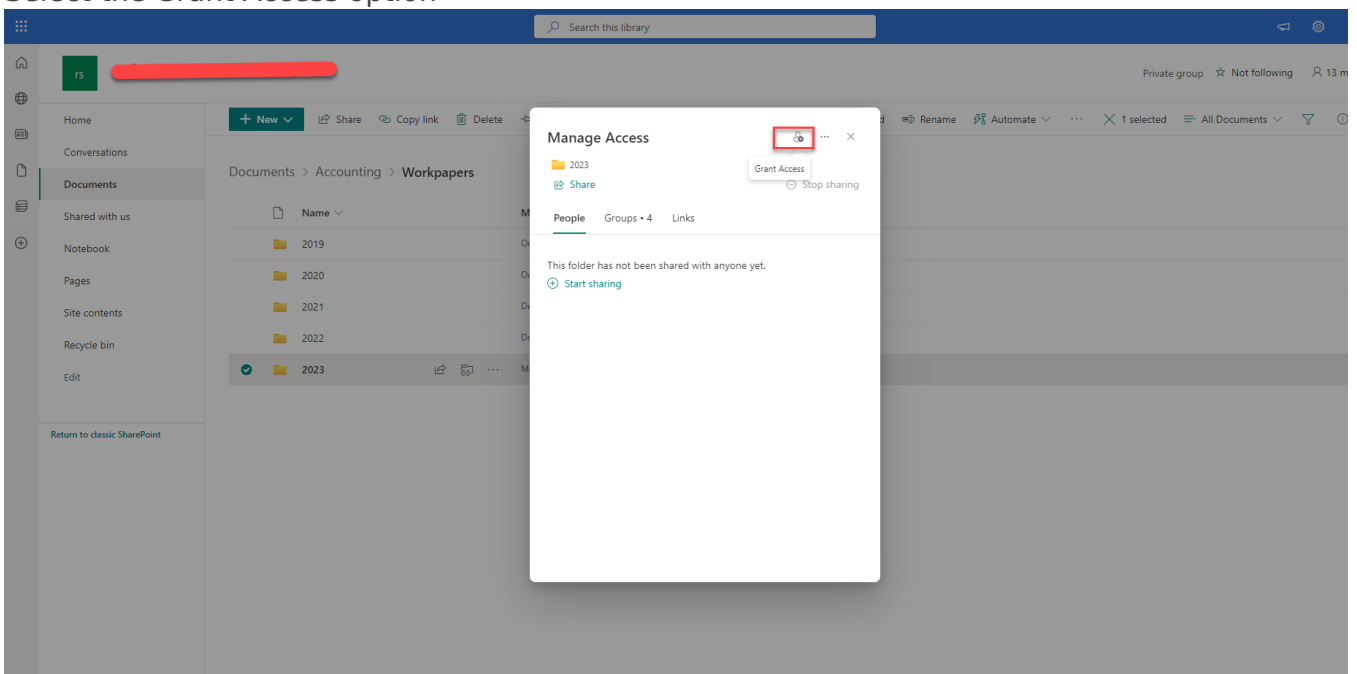
Documents > Accounting > Workpapers

Name	Modified	Modified By	+ Add column
2019	October 27, 2020	[Redacted]	
2020		[Redacted]	
2021		[Redacted]	
2022		[Redacted]	
2023		[Redacted]	

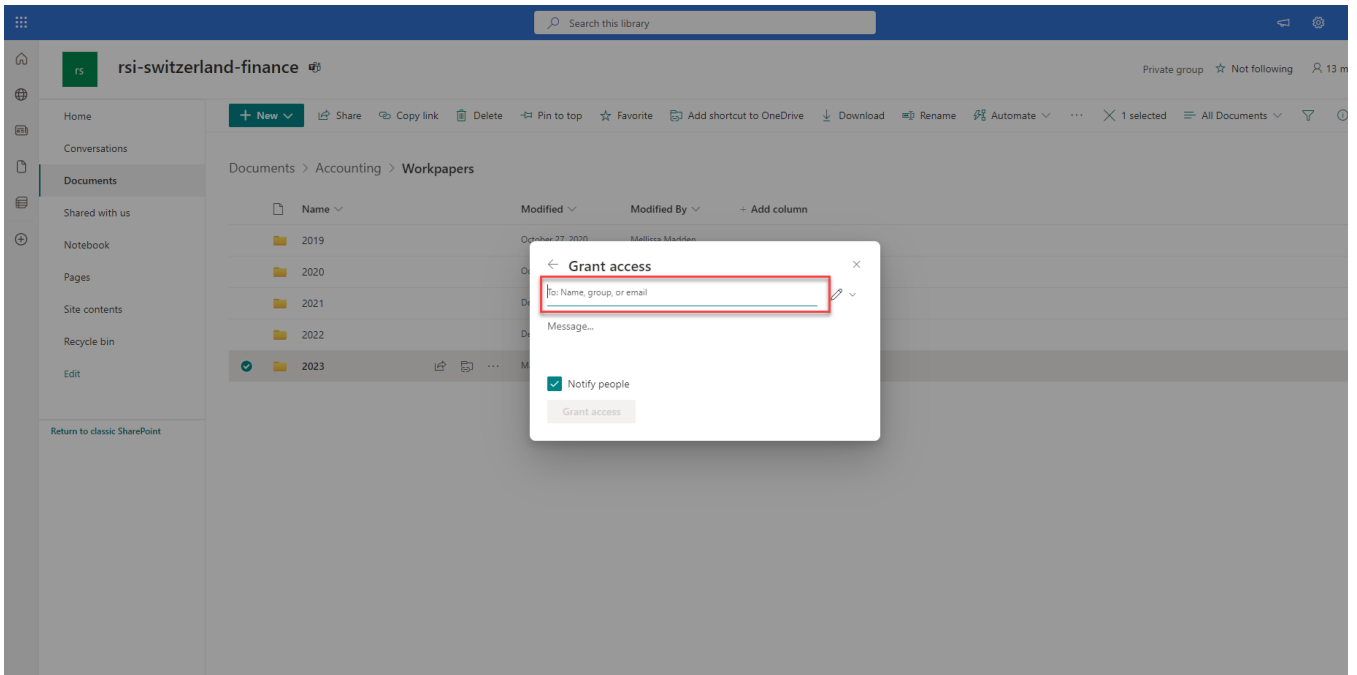
Context menu for the 2023 folder:

- Share
- Copy link
- Manage access
- Delete
- Automate
- Favorite
- Add shortcut to OneDrive
- Download
- Rename
- Pin to top
- Move to
- Copy to
- Folder color

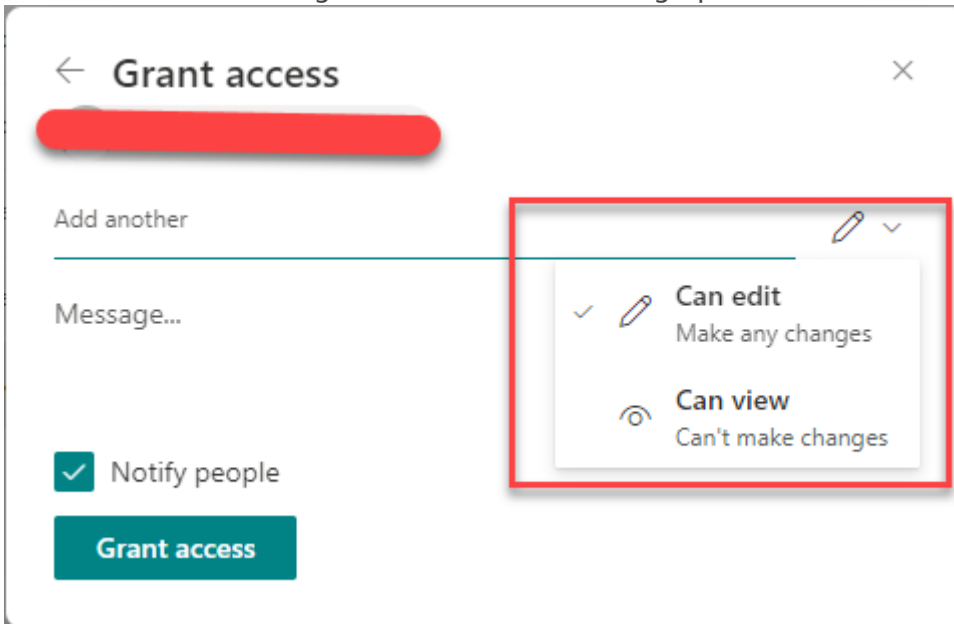
- Select the Grant Access option



- Type the email address of the person you wish to share with in the box



- Click the icon to the right of the name to change permissions for the user.



- Finally select the Grant access button at the bottom.

Revision #1

Created 2 February 2024 10:03:47 by ColtM

Updated 2 February 2024 10:11:03 by ColtM