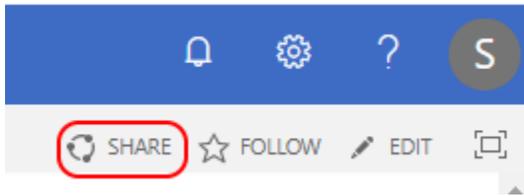
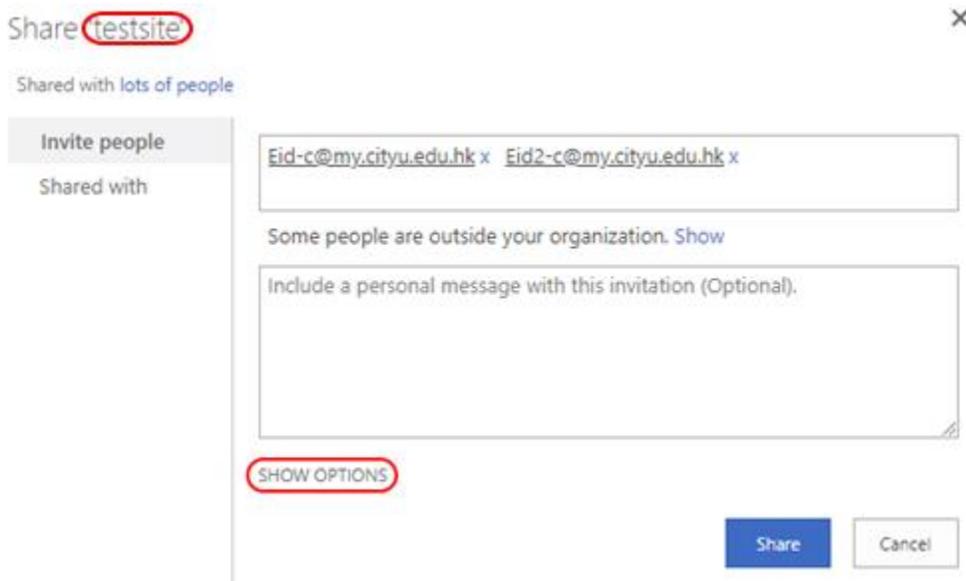


Share SharePoint Online site with students

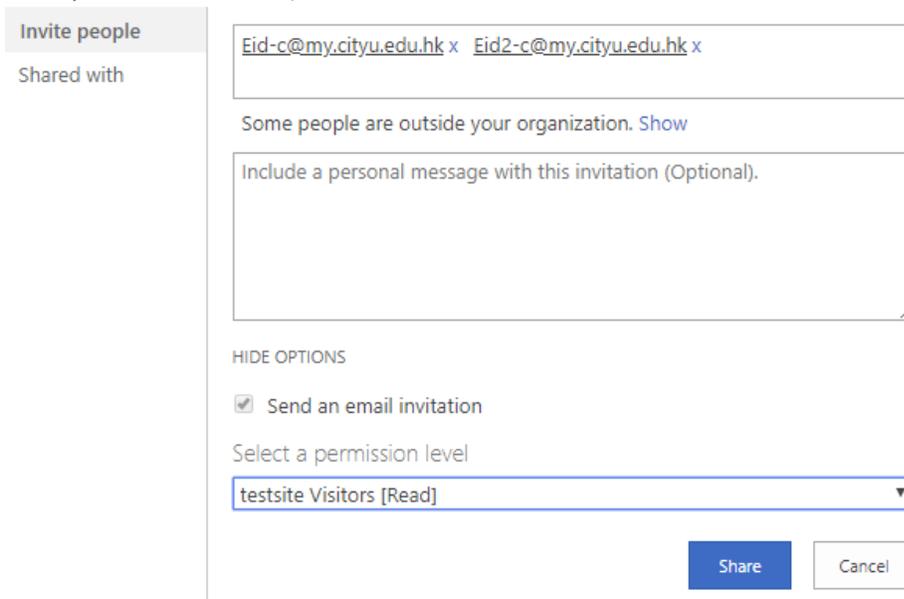
- 1) Login to SharePoint Online site that you want to share. Go to the sub-site if you want to share a sub-site only.
- 2) Click **SHARE** at the top right hand corner.



- 3) Ensure the site/sub-site title is shown correctly (e.g., the site title is **testsite**). Select **Invite people** tab. Enter the email addresses of user (e.g. EID@um.ctiyu.edu.hk for staff, EID-c@my.cityu.edu.hk for student) and then click **SHOW OPTIONS**.



- 4) Select an appropriate permission level for the user. (e.g. [Read] for users who can view the content only, [Contribute] for users who can update the content, [Full Control] for users who can manage users permission and update content etc.)



Share SharePoint Online site with students

- 5) If the shared user is belong to same tenant (e.g. staff account in beaverton.sharepoint.com, student account in portland.sharepoint.com), the email invitation can be omitted by uncheck **Send an email invitation**.
- 6) Click **Share**. If **Send an email invitation** is checked, an invitation email will be send to invited user.

For external user (the invited user is belong to different tenant)

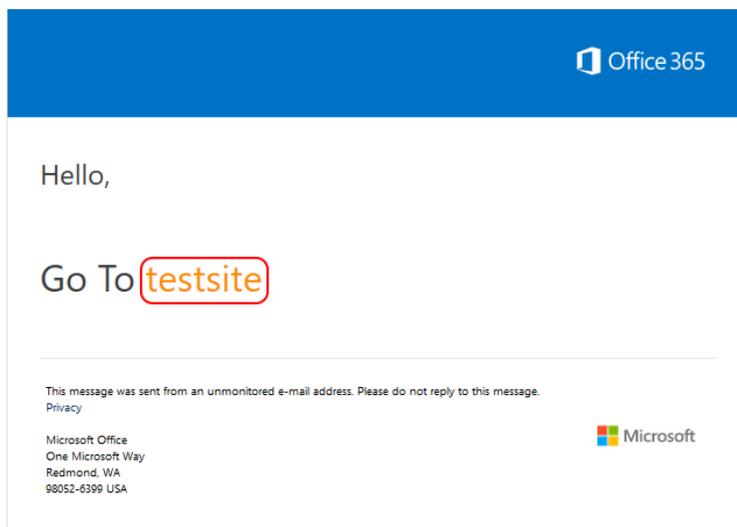
- 1) The external user will not be members of the SharePoint site until they accepts the invitation.
- 2) The external user will receive the following invitation email which was sent from sharepointonline.com.

Staff O365 SharePoint Admin wants to share testsite



no-reply@sharepointonline.com

👤 Reply all | ▼



- 3) Once clicking the site link in the email, the external user will be redirected to the SharePoint Online page. Then, the external user can accept the invitation by clicking the Click **Organizational account** in the webpage and then login to O365.

