M365 Organization-Wide Sharing Links

How are Organization-wide sharing links created?

When users share files and folders in Microsoft 365, a shareable link is created which has permissions to the item. During the sharing process, users have the option to change the link settings:

If *The link works for 'People in University of Maryland Baltimore'* option is selected, this will create an organization-wide sharing link:

Link settings
test-upload-DOCX.docx

The link works for

People in University o...nd Baltimore
Share with people in University o...nd Baltimore, organization account required.

Only people with existing access ⓘ

People you choose ⓘ

More settings

Can view

Apply

After adjusting the link settings, users have the option to email the link to specific users or copy and send the link directly:

Share "test-upload-DOCX.docx"

Add a name, group, or email

Add a message

Copy link ⚙ ▷ Send

Why to exercise caution using these types of sharing links

When a *People in your organization* sharing link is created, it provides access to the shared resource to **anyone within your organization who has access to the link**.

What does this mean? Who is considered 'in my organization'?

In Microsoft 365, 'People in your organization' has a very specific meaning. Anyone with an active, non-guest account in our University of Maryland Baltimore Microsoft 365 tenant is considered 'in your organization'. For our campus tenant, this includes all UMB campus users, including Faculty, Staff, and Students across all schools – except for the School of Medicine users*.

Please note that because SOM, FPI, and UMM currently have their own separate M365 tenants, they are considered guests in our campus tenant and will not be able to use org-wide sharing links

An important note about organization-wide sharing link access:

When an organization-wide sharing link is created, the user creating the link can control who receives it initially. However, sharing of the link after initial creation can no longer be controlled. When an organization-wide sharing link notification email is forwarded or the sharing link itself is copied and shared with other users in your M365 tenant – either intentionally or unintentionally – these users will also be able to access the resource. In some instances, this is the desired functionality. However, this creates the possibility that the resource can be accessed by an unintended audience, and worst case scenario, the resource could be accessed by users who should not have permissions to the document.
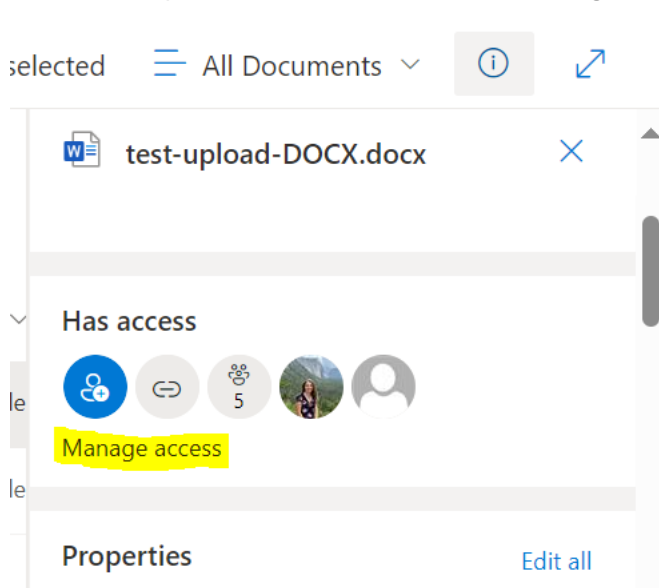
Review and delete unwanted sharing links

If it is determined that an organization-wide sharing link has been created mistakenly, or is no longer valid, the link should be deleted. To delete the link:
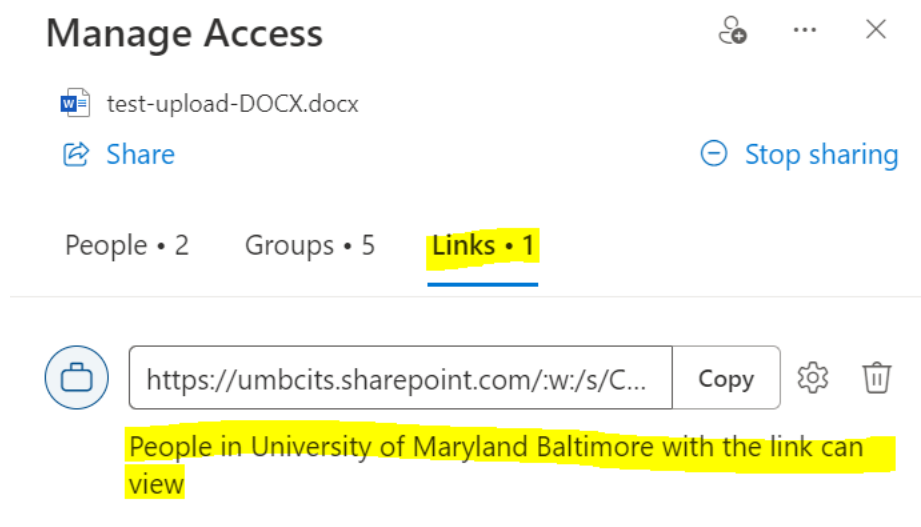
1. Select the resource and, if not already open, open the details pane by clicking the 'i' info icon in the upper right:
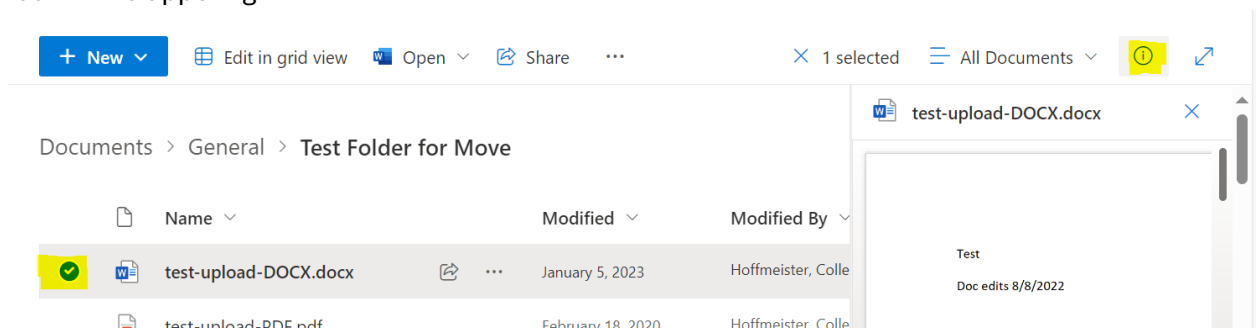
2. In the detail pane, scroll down and click 'Manage access':

3. Click the 'Links' tab to view all sharing links. Org-wide links will have the text 'People in University of Maryland Baltimore with the link can [level of access]' text underneath the link:

4. Click the trash can icon next to the link to delete the sharing link
   Note: While you can click the gear icon to view more options, org-wide link settings unfortunately cannot be modified

5. Be sure to click the 'Remove' button on the confirmation window to finalize deletion:
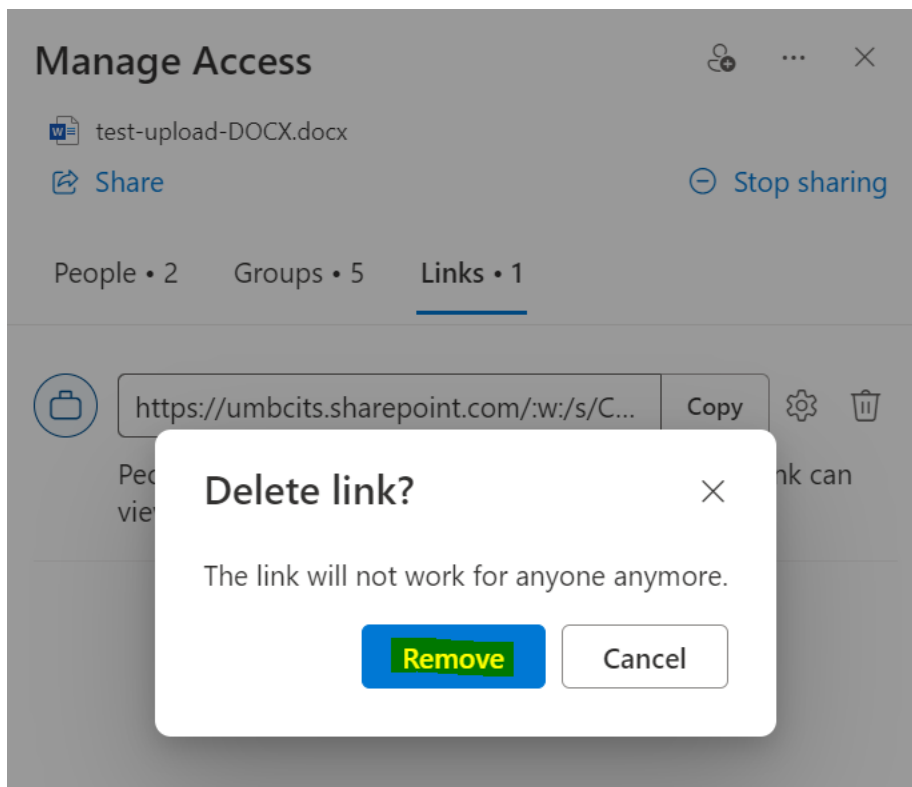
6. If you need to grant access to specific users after removal of the org-wide link, this can be done by creating a new sharing link for 'People you choose':

Link settings
test-upload-DOCX.docx

The link works for

People in University o...nd Baltimore ⓘ

Only people with existing access ⓘ

People you choose
Share with specific people you choose inside or outside of University o...nd Baltimore, using their name, group, or email.

More settings

👁 Can view

Apply