

This is a guide for sharing UTSA data in a secure safe environment. It is not an instructional manual on how to use SharePoint Online.

UTSA's SharePoint Online is the only approved application for sharing data with internal or external users. It is part of Office 365 and is the cloud version of SharePoint.

SITE ADMINISTRATOR ACTION

Initially, the Site Administrator must set the permission to allow the department to share data externally. The only option authorized at UTSA is:

“Allow external user who accept sharing invitations and sign in as authenticated users”

See below

sharing

Control how users invite people outside your organization to access content

- Don't allow sharing outside your organization
- Allow external users who accept sharing invitations and sign in as authenticated users
- Allow both external users who accept sharing invitations and anonymous guest links

Sharing links is disabled in Tenant Settings

Changes will be applied to the following 1 site collections:

URL	SHARING
https://utsacloud.sharepoint.com/sites/devmehdi1	Share invitations

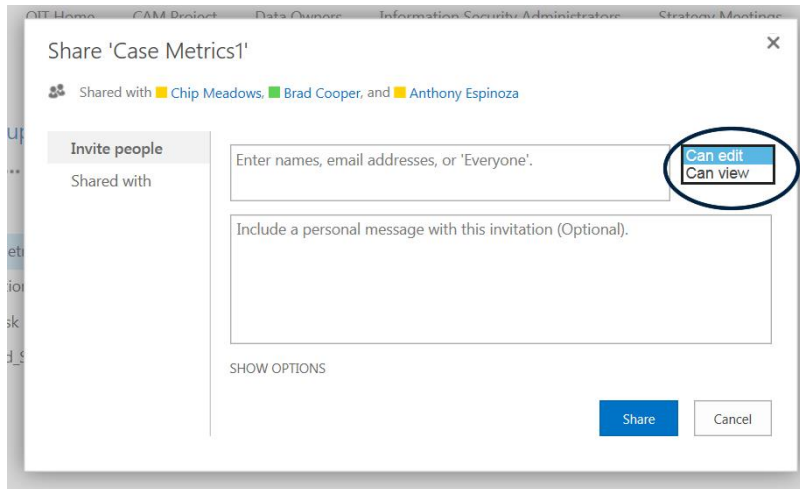
Save Cancel

NOTE: Anonymous links are not authorized at UTSA.

USER ACTIONS (SHARING)

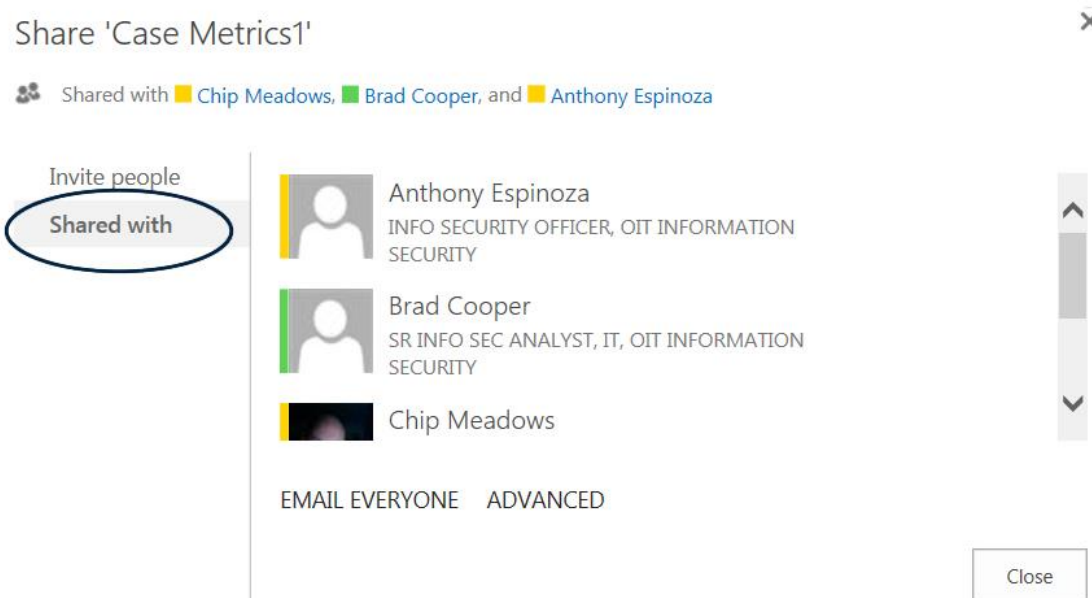
When sharing documents with other users, always assign the lowest level of access.

- Assign them “view” access if they don’t need to edit the document.



Users should periodically review who has access to their documents and revoke access whenever the user does not need to access to the data anymore

- It is easy to forget with whom you have shared documents. If the document no longer needs to be shared, remove the access.
- You can see who the document is assigned to by selecting the document and clicking on “Shared with”



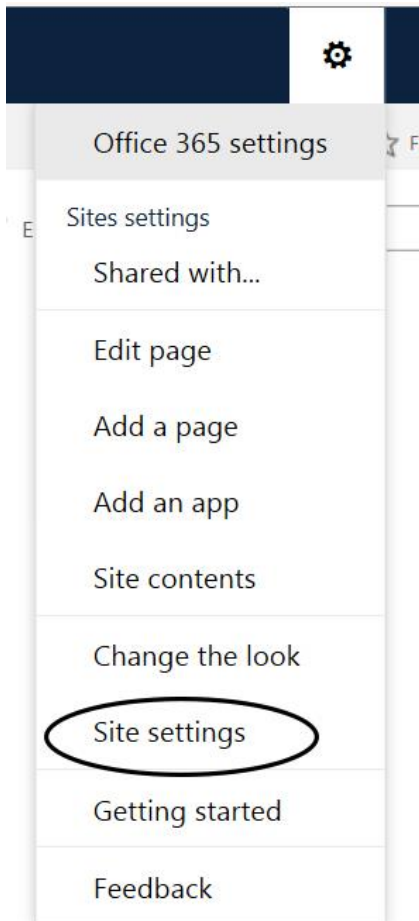
IF CATEGORY 1 DATA IS SHARED – SYNCING MUST BE DISABLED

If you store Category 1 data on your SharePoint site, syncing must be disabled. This must be completed by the site administrator prior to granting any access to the SharePoint site.

To disable the **Sync** function for the entire SharePoint site click on the **gear** icon



Select Site Settings



Select "search and offline availability"

Sites	Users and Permissions	Look and Feel
Playground	People and groups	Design Manager
Laptop Encryption Project	Site permissions	Title, description, and logo
AppManager	Site app permissions	Device Channels
Business Continuity Plan	Web Designer Galleries	Tree view
Incident Reporting Form	Site columns	Change the look
Server Risk Assessment	Site content types	Import Design Package
Internal Information Security Team	Master pages	Navigation
Issuance of Encrypted USB Form	Composed looks	Site Actions
Information Security Administrators	Site Administration	Manage site features
Security Information for Support Services	Regional settings	Enable search configuration export
Libraries	Language settings	Reset to site definition
Site Pages	Site libraries and lists	Delete this site
Shared Documents	User alerts	Search
Unfiled	RSS	Result Sources
	Sites and workspaces	Result Types
	Workflow settings	Query Rules
	Site Closure and Deletion	Schema
	Popularity Trends	Search Settings
	Term store management	Searchable columns
	Content and structure	Search and offline availability
	Translation Status	Configuration Import
		Configuration Export

Under “Allow items from this site to be downloaded to offline clients”:

Select **no**

Allow items from this site to be downloaded to offline clients?

Yes

No

Reindex site

Then click OK at the bottom of the page.

Note – The site administrator should perform an annual review of the SharePoint site to ensure compliance with all university policies and standards. All shared files should be carefully reviewed to determine if access rights to users are properly assigned and/or revoked. The Office of Information Security and/or Internal Audit may periodically audit your site to determine compliance.