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

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:

<table>
<thead>
<tr>
<th>URL</th>
<th>SHARING</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="https://utsadcloud.sharepoint.com/sites/devmehdi1">https://utsadcloud.sharepoint.com/sites/devmehdi1</a></td>
<td>Share invitations</td>
</tr>
</tbody>
</table>

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

Select no

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.