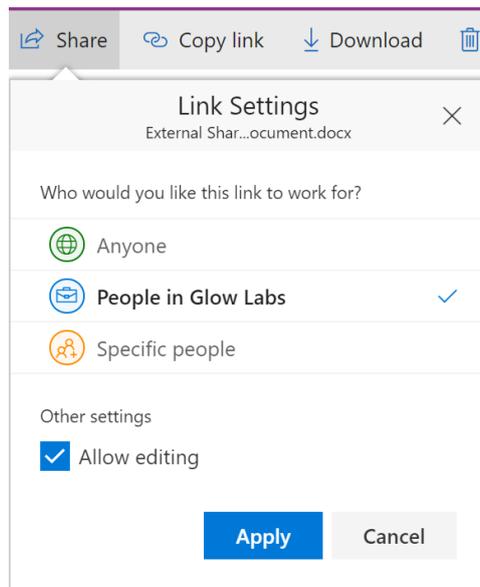# Share options explained

Simple Share options

The options above are listed from top to bottom in descending order of exposure with the default ticked. To help you understand the consequences of each and make the best choice for your needs, we will start with the most controlled, 'Specific people', and work our way up the list. 'Allow editing' can be selected or deselected for the option you choose.

Specific people

This is the best way to share if you want to tightly control access to your content. You can specify any of the following:

Individual Glow users. Specify by DisplayName or email address. Use this option to give access to one or more Glow users. This is the narrowest scope for sharing. Best used when you know the specific people you want to share with and you don't want anyone to access beyond the names you specify. An example might include a draft document on which you want specific input from a colleague(s) before producing the final version, or a report that you only wish to be viewed by named individuals.

O365 Groups. Specify by DisplayName or email address. All current members of the O365 Group will be given access. As membership of the O365 Group changes, some users may gain access and some may lose access according to membership. This option is great when you have an O365 Group that corresponds to your class, department, management team, Yammer group or similar, and you want permission to flex to match current membership. This saves needless admin on your part and ensures that there is only one point to manage – ie membership of the group. Used appropriately, this also lets you minimise risk of inappropriate access to files when individuals cease to be part of an organisation, hold a certain role etc.

(**NB**: Class Teams each have an O365 Group so you can use the name or email

address to share content from your OneDrive with your class. If your class was created by SDS, the membership will automatically stay up to date based on SEEMiS)

AAD Groups for your school, LA or Glow wide. These are pre-built and automatically updated from Unify whenever anyone moves so are a great way of giving access to all teachers, non-teachers, pupils or everyone in your school. These groups are specified by name and will take the format '1234567-People' where '1234567' is your school SEED code and People is the type of people such as TeachingStaff, Non-Teaching Staff and Pupils.

- **External (ie non-Glow) users.** Specify by email address. You can use any email address. If it isn't a Microsoft or O365 email account the recipient will have to link this to a Microsoft account. This process takes less than a minute and is described in the page 'O365 External Sharing Non-Glow User Experience' and is illustrated using a GMail account.

For any 'Specific People' option, only the named entities you specify – people and/or groups, depending on the option – will have access using this option and any other user trying to access will get an 'Access Denied' message.

People in Glow

This is the default position and, if selected, only allows access to teachers, staff and pupils in Glow that have the link. Creating the link itself doesn't expose the content to search or Delve – it only allows access to a Glow user following the specific complex link. An example of suitable use is when you want to create a link for Yammer, SharePoint or a private Blog that will allow anyone who visits to access your file. In this example, you know the specific Yammer Group, SharePoint site or Blog that you want to post your link and you are happy for anyone who visits to access but you may not know, or have the option to set, permissions to cover all future visitors. The 'People in Glow' link handles this nicely. However, you should be aware that if the link gets copied by another user to somewhere other than where you intended to use it, anyone in Glow could access. For this reason you should only use when the nature of the content is such that you would be happy for any teacher, staff member or pupil to access and when the content could not cause any distress to any other user.

Shared with Everyone

A broadly equivalent way of allowing all Glow staff and pupils have access to your content is to place in the 'Shared with Everyone' folder. This is separate from the 'Share' options but is noted here as it performs a similar function. Anything you put in the 'Shared with Everyone' folder will be visible, but not editable, to all teachers and learners in Scotland. It will appear for all users in O365 search results and Delve. Give some thought before putting anything in 'Shared with Everyone'. Don't put anything there that you wouldn't want everyone to see and consider that some people could copy your content to users outside of Glow. However, if you are completely happy with the implications, this can be an easy and consistent way of sharing your teaching and learning content all across Scotland without having to set permissions each time you have new content. Please be aware though, that this content will be deleted if your account is removed and in most cases it might be

better to store this type of content in an O365 Group or school SharePoint site. Speak to your local IT staff or Glow Key Contact for guidance.

TechTip: There is a pre-defined system group called 'Everyone except external users'. This means every single user – teachers, non-teachers and pupils – in Glow O365. You can use this group anywhere in O365 to grant completely open access to all Glow users.
Caution: There is also a system group called 'Everyone' which also includes *all external* users introduced by any other user. You should not use this group to share content from anywhere unless you are sure it doesn't contain anything that anyone would object to being publicly visible on the internet.

Anyone

Choose this option where you want to generate a link that will allow anyone with the link (including non-Glow users) to access your file. Anyone *with the link* from anywhere in the world with an internet connection will be able to access your file without having to prove their identity, so use this option with extreme caution, and only ever with content that doesn't contain personally identifying information and couldn't cause distress to any other users if made publicly visible on the internet. Once you share this sort of link it could be passed on to other people without your knowledge. An example of where this may be suitable is where a teacher embeds a Word document as part of their public Blog that they want any reader on the internet to view. Creation of anonymous links that allow 'anyone' to *edit* content are disabled in Glow.

TechTip: For teachers that wish to create and maintain a 'public' set of documents (Word/Excel/PowerPoint/Sway/PDF) consider Docs.com. This is a free service offered by Microsoft and is not part of Glow. While this is separate to Glow and is not covered by any Glow terms and conditions, it can be accessed using your O365 email address and will allow you to upload content from your OneDrive that can then be shared publicly. Please do not use this service unless you fully understand the consequences.

Letting other users know they have access

You have two key ways of letting someone know they have access:

- Email – You could email it directly from this screen; or,
- Link – copy the link to send in something like Yammer or place on a website like SharePoint or Blogs. Many services also support 'embedding' Office content and where this is true, that site will typically recognise the URL supplied and create a rich preview of the content. However, experience will vary and you should refer to the guidance of the service in which you wish to embed.

Removing Sharing
You can review, change or revoke the sharing status of any file at any time using the 'i' icon from the top menu or using the 'Details' option from the ellipsis menu.