

# Copy links and share files – SharePoint & Teams

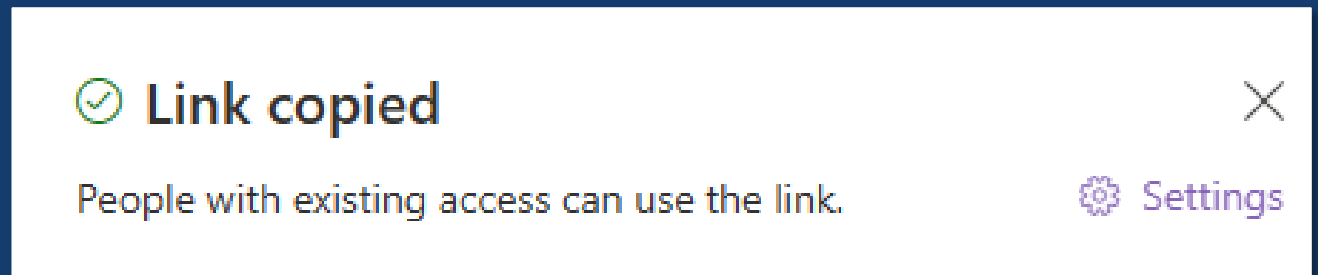
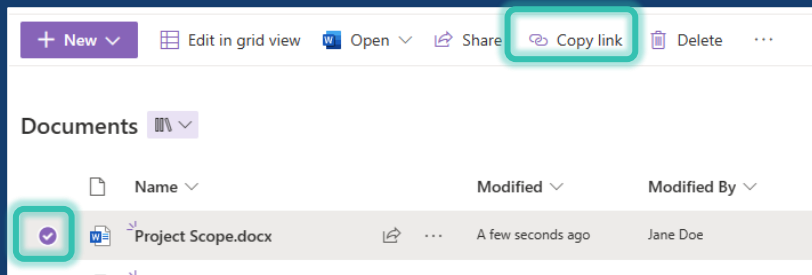
When copying links and sharing files you need ensure that the link permissions are appropriate for your intended audience.

1

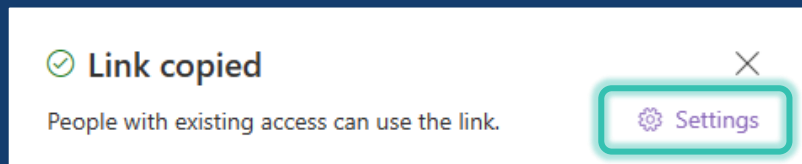
Select the radio button located next to the file, then Copy link

2

The link will be copied and can be distributed as needed. The default setting, **People with existing access** honours the existing file permissions.



We recommend leaving the default setting because it ensures that your existing file security is maintained. If, however you want to change permissions you can do so by selecting **Settings**.



The following options are available:

- **People with Existing Access:** Recommended
- **People in GovTEAMS OFFICIAL:** All GovTEAMS members, Partners and State Owners regardless of community membership. Does not grant access to guests even if part of your community.
- **People you choose:** Selected individuals and groups