

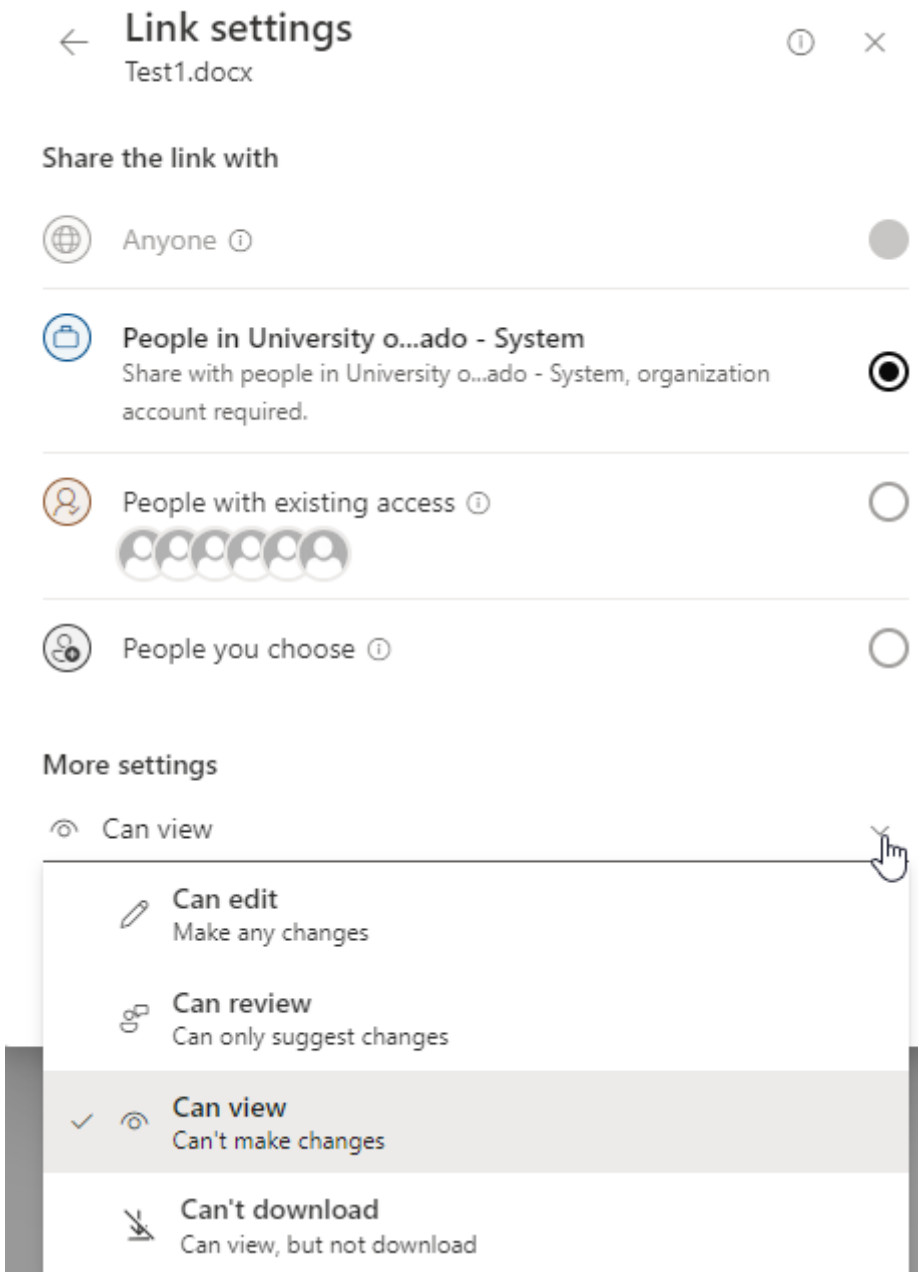
Link action settings in Microsoft 365 ^[1]

December 17, 2024 by [ES and UIS Communications](#) ^[2]

After configuring your link's sharing settings to match your intended recipients, you should decide what the recipients can do with your files. The default link action option is Can view (can't make changes), though there are multiple link action options available, such as:

- Can't download (**most restrictive**)
 - Can view, but not download
- Can view
 - Can't make changes
- Can review
 - Can only suggest changes
- Can edit (**least restrictive**)
 - Make any changes

To configure link action settings, click **Share** on your file in OneDrive, Teams or SharePoint. Then, click the **gear icon** next to the **Copy link** button to open the Link settings menu. In this menu, configure your link action permissions by selecting one of the options in the **More settings** section.



In the example above, any CU System user can access the file via the link but will only be able to view it and cannot make any changes.

Microsoft [3], [file sharing](#) [4]

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Link action settings in Microsoft 365

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