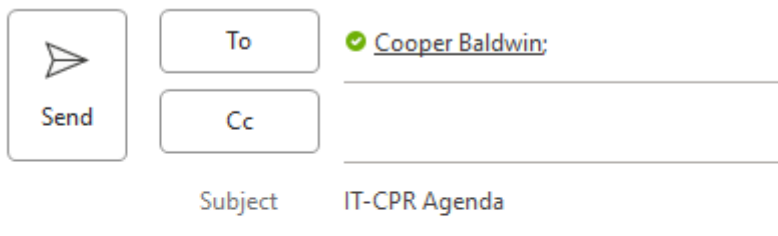


Verifying a recipient's access to a shared link in Outlook [1]

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

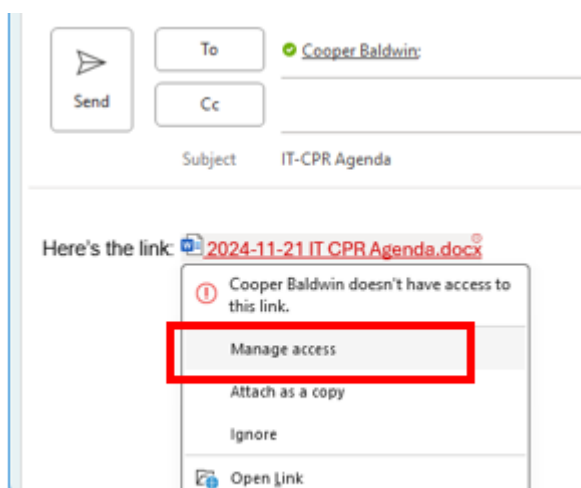
After configuring your link's settings, you may want to send this link in an email to the intended recipient(s). By entering your intended recipient(s) in the To field and pasting the link into the email, Outlook will indicate if the recipient(s) does not have access to the link.

If the recipient does not have access, the link will be red.

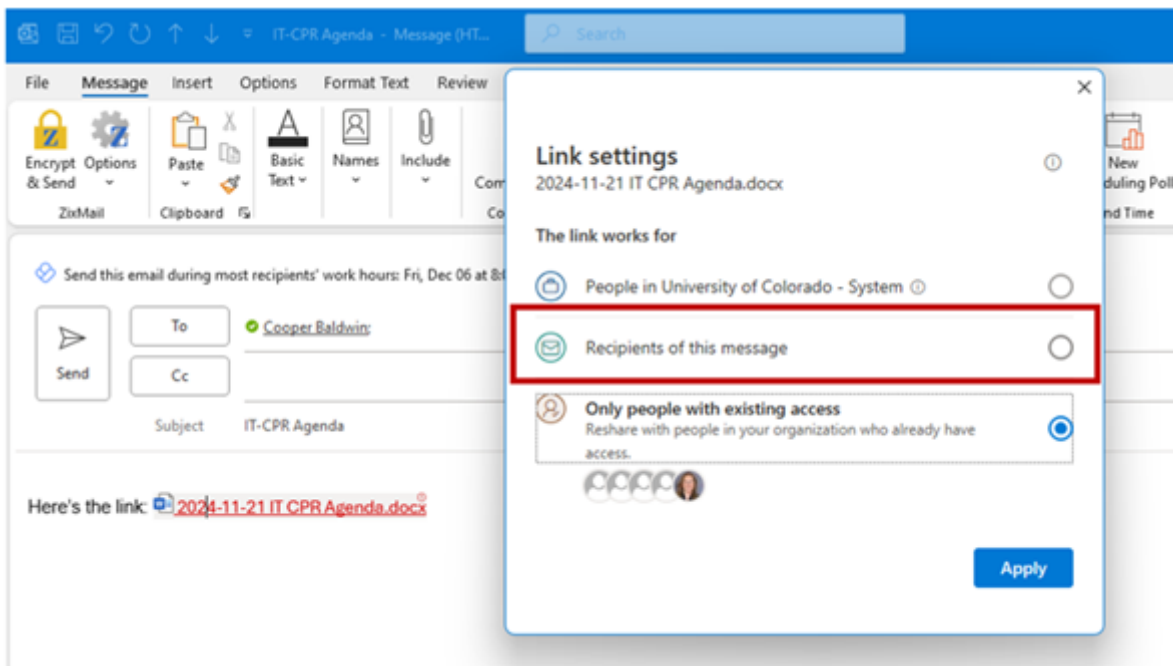


Here's the link: [2024-11-21 IT CPR Agenda.docx](#)

To fix this, right-click on the red link, then click the **File Permissions** option to view the access error. Resolve the access error by clicking either the **Manage access** option in Outlook, or by configuring the link access settings in the file itself.



After clicking **Manage access**, a pop-up window will show the link settings options. Select **Recipients of this message**.



NOTE: Outlook cannot confirm if users have access to a SharePoint page, only Teams and OneDrive files. View [Using SharePoint for reference documents](#) [3] for more information.

Microsoft [4], file sharing [5], Outlook email [6]

Display Title:

Verifying a recipient's access to a shared link in Outlook

Send email when Published:

No

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Links

[1] <https://www.cu.edu/blog/tech-tips/verifying-recipient%E2%80%99s-access-shared-link-outlook>

[2] <https://www.cu.edu/blog/tech-tips/author/110439> [3] <https://www.cu.edu/blog/tech-tips/using-sharepoint-reference-documents> [4] <https://www.cu.edu/blog/tech-tips/tag/microsoft> [5] <https://www.cu.edu/blog/tech-tips/tag/file-sharing> [6] <https://www.cu.edu/blog/tech-tips/tag/outlook-email>