Sharing Documents with External Collaborators
Using SharePoint

To set up your SharePoint site and share documents with external collaborators, view Emory IT SharePoint documentation. Specifically, you'll need to:

- Submit a ticket to the Help Desk with the information listed here to request a SharePoint site.
- Set up your site for access by others within Emory or at other institutions and assign user permissions. Note: Sponsored accounts are NOT required for users outside Emory. You will just need an email address.
- Troubleshoot user access (downloads a PDF).

Full Microsoft documentation is also available for additional information.

Is SharePoint the Right Solution?

There are limitations to using SharePoint, including file and folder sizes. You'll need to review these issues and determine a mitigation strategy in case you come up against these limits. Limitations include:

Storage Size Limitation

- **Total folder structure size** is limited to 25TB. If you think the total of files stored on SharePoint may grow beyond that size during your research project, you'll want to review these limitations and consider some mitigation strategies before deciding on SharePoint as your collaboration solution. One option to address this limitation, for example, might be to create a SharePoint site for each of your subprojects, or for each phase of your project (such as one per year).
- **Individual files** uploaded to SharePoint cannot exceed 250GB. One option to address this limitation might be to compress files to smaller sizes. For more information on how to do this, go here for Windows or here for Mac.

For more information on size limitations using SharePoint, see: SharePoint limits - Service Descriptions | Microsoft Learn.
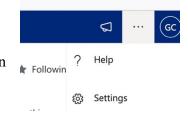
File Name and URL Limitations

SharePoint has limitations to file names and URLs used to share files with collaborators. To ensure you don't exceed these limits, review the documentation below. The main limitations are:

- There is a 400-character limit for the entire file path starting after the "emory.sharepoint.com/" portion of the URL. Elaborate folder structures will lengthen that path and may hit the limitation, so be thoughtful about naming conventions and file structures.

For more details, see: Restrictions and limitations in OneDrive and SharePoint - Microsoft Support

Monitor Your SharePoint Size Allocation

Each SharePoint site comes with a 25TB limit. You can verify how much space is used by clicking the … icon at top right and choosing the gear icon for settings. Then choose Storage Metrics.