**Preventing anonymous document sharing**

In this quick section, we want to implement a company policy to prevent anonymous document sharing. This will require invited guests to log in with their email address.

1) Log into you tenant

<https://login.microsoftonline.com/>

2) Click on the Admin Center 'App' Note: if you are already logged in you can also find the app from the App launcher menu in the top left corner (aka "the waffle").



3) In the left navigation, expand **Settings** and click **Security & privacy**.



4) On the security and privacy page, find **Sharing** and click **Edit**.



5) On the sharing screen, **Let users add new guests to the organization** is a prerequisite for sharing documents externally. Click the Site Setting button which conveniently will launch the settings for external sharing.



 6) If you wanted to lock down any external sharing, you would toggle the External sharing switch to off. In our case, we want to choose New and existing external users (sign-in-required) to prevent sharing business documents anonymously.

