CICADA | RESOURCES

LESSON 03 OF 03 · 6 MIN · WORKING KNOWLEDGE

Cloud sharing that doesn't leak

Links outlive intent. Set sharing defaults, review guests and make sure files don't leave with people.

The link that never expires

“Anyone with the link can view” is convenient and dangerous. Links get forwarded, pasted into chats and indexed. A file shared for a quick review can remain accessible years later.

Prefer named-person sharing. Where a link is necessary, set an expiry and a password, and review it afterwards.

Defaults to change

- Restrict external sharing to named people or approved domains.
- Turn off “anyone with the link” by default, or limit it to specific folders.
- Set guest access to expire.
- Review who can create public links.
- Alert on mass downloads and unusual sharing.

Microsoft 365 and Google Workspace both expose these settings in the admin console. Check them rather than assuming the default is safe.

People leave; files stay

When someone leaves, transfer ownership of their files before disabling the account. Otherwise shared documents, forms and sites can become orphaned or inaccessible. Review external guests at the same time, old clients and ex-contractors accumulate.

SHARE THE FILE, NOT THE FOLDER

Folder-level sharing is where permissions sprawl. Share the specific document, with the specific person, for the specific purpose.

Key takeaways

- ✓ Prefer named-person sharing over public links.
- ✓ Set link expiry and restrict external sharing defaults.
- ✓ Review guests and remove stale access.
- ✓ Transfer file ownership before a leaver's account is closed.