SHAREPOINT · EXTERNAL SHARING GUIDE

SharePoint one-time passcode retirement: keep your partners' access

From mid-October 2026 Microsoft retires SharePoint's own one-time passcode (SPO OTP). External people who were shared files the old way and have no matching Microsoft Entra B2B guest account will get "access denied" until a guest account exists. Here's how to get ahead of it.

What's changing, and when

Mid-October 2026	Retirement of SPO OTP authentication begins (MC1243549, updated 1 Oct 2026)
End of November 2026	Microsoft expects the rollout to be complete
Who's affected	People on "Specific people" links with no matching B2B guest account get "access denied" until one exists
Not changing	Entra B2B email one-time passcodes for guests, and your SharePoint and OneDrive sharing settings

Get ready

1 Make sure guests can be created

If only admins can invite guests, consider the Guest Inviter role for the people who manage external sharing. Check allowed and blocked domains on the same page.

```
WHERE Entra admin center > Entra ID > External Identities > External collaboration settings
```

2 Keep email one-time passcode on for guests

Guests without a Microsoft account still sign in with an emailed code. It's on by default unless someone turned it off.

```
WHERE External Identities > All identity providers > Built-in > Email one-time passcode
```

Find and fix

3 Find who's affected

Use sharing events in the audit log, site sharing reports (Microsoft Graph Data Connect) and the per-site sharing report.

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4 **Pre-create guests for key partners**
Invite them with the same email address the original link went to. A matching guest account keeps their access.

`WHERE Entra ID > Users > Invite external user`

5 **Brief the help desk**
Share or reshare one file, folder or site with the person. That creates the guest and restores access to everything shared before.

6 **Review guest Conditional Access and MFA**
External users become fully subject to Entra Conditional Access. Make sure guest policies don't lock partners out.

Watch out for

- Only SharePoint's own OTP retires. Entra B2B email one-time passcodes stay.
- No exceptions and no per-site scoping: it applies to the whole tenant.
- Every partner you recover becomes a guest in your directory, so plan access reviews.

Checklist

- [ ] Guest invite settings checked
- [ ] Key partners pre-created as guests
- [ ] Email OTP for guests on
- [ ] Help desk briefed

Sources

1. MC1243549, SharePoint OTP retirement - mc.merill.net/message/MC1243549
2. SharePoint and OneDrive integration with Entra B2B - learn.microsoft.com/en-us/sharepoint/sharepoint-azureb2b-integration
3. Configure external collaboration settings - learn.microsoft.com/en-us/entra/external-id/external-collaboration-settings-configure
4. Email one-time passcode for B2B guests - learn.microsoft.com/en-us/entra/external-id/one-time-passcode

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