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### FILES CONNECT FOR USERS

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The Files Connect Setup Process

With Files Connect, Salesforce users can access, share, and search external data from systems like Google Drive, SharePoint, or Box. The setup process differs for cloud-based and on-premises external data sources.

**Tip:** For detailed visuals, tips, and troubleshooting, see the Files Connect Setup Guide and User Guide.

First, enable Files Connect, and let users access related external data sources

1. **Enable Salesforce Files Connect for Your Organization.**
2. **Let Users and Administrators Access Files Connect Data Sources.**

For cloud-based data sources, create an authentication provider, and then define the source

If you use Google Drive:

1. **Create an Authentication Provider for Google Drive.**
2. **Define an External Data Source for Google Drive.**

If you use Microsoft’s cloud systems:

1. **Create an Authentication Provider for SharePoint Online or OneDrive for Business.**
2. **Define an External Data Source for SharePoint Online or OneDrive for Business.**

If you use Box:

1. **Create an Authentication Provider for Box**
2. **Define an External Data Source for Box**

For on-premises data sources, set up a Secure Agent, and then define the source

**Note:** This process requires a paid permission set license, “Files Connect for on-premises external data sources.” For information about permission set licenses, see Salesforce Help.

1. **Set Up a Secure Agent for SharePoint 2010 or 2013** on a Linux or Windows server to securely connect Salesforce to data stored behind your firewall.
2. **Define an External Data Source for SharePoint 2010 or 2013.**
Include the external data in global search

To let users access external data in global Salesforce searches, you’ll need to create an external object and give users access to its fields. This is an optional step, but highly recommended to best integrate external data with Salesforce.

For per-user data sources, have users authenticate in Salesforce

If you specified per-user authentication for a data source and exposed it through profiles or permission sets, ask authorized users to provide their data source credentials.

Start accessing, sharing, and searching external files!

Now users can access and share external files via the Files tab and feed, and search for them right alongside their Salesforce content.

Enable Salesforce Files Connect for Your Organization

Let users search and share files from external systems like Google Drive and SharePoint.

1. From Setup, enter Files Connect Settings in the Quick Find box, then select Files Connect Settings.

2. Click Edit, and then select Enable Files Connect.

3. For File Sharing, select one of the following:
   - **Copy** stores a copy of external files in Salesforce. If files are shared with a Chatter group, all group members can access the files, even if they lack access to the external system.
   - **Reference** points to external files stored outside Salesforce. No file previews are available, and file downloads require user access to the external system. (Users must enter credentials for the system in the Authentication Settings for External Systems section of personal setup).

   **Tip:** Choose the Copy mode if your organization shares files with external customers or partners. Choose the Reference mode to reflect access restrictions from the external system in Salesforce.

Regardless of sharing mode, files in Salesforce don’t reflect file revisions in external systems. However, Reference mode points to the latest versions in those systems.

EDITIONS

Available in: both Salesforce Classic and Lightning Experience

Files Connect for cloud-based external data sources is available in: Professional, Enterprise, Performance, Unlimited, and Developer Editions

Files Connect for on-premises external data sources is available for an extra cost in: Enterprise, Performance, Unlimited, and Developer Editions

USER PERMISSIONS

To enable Salesforce Files Connect:
- “Customize Application”
Let Users and Administrators Access Files Connect Data Sources

After you enable Files Connect, give users and administrators permission to access specific external data sources from Salesforce.

Tip: Though you can provide access to data sources via permission sets or profiles, permission sets let you more quickly adjust access for several types of users. Regardless of which method you choose, be sure to give administrators access so they can configure data sources.

1. From Setup, enter Permissions Sets in the Quick Find box, then select Permissions Sets or enter Profiles in the Quick Find box, then select Profiles.
2. Create a new permission set or profile, or click an existing one.
   If you use a permission set, User License must be set to the default option, “None.”
3. For a permission set, click System Permissions, then click Edit.
   For a profile, click Edit, and scroll down to the Administrative Permissions section.
4. Do either of the following, and then click Save.
   • To access cloud-based data sources like SharePoint Online, select Files Connect Cloud.
   • To access on-premises data sources like SharePoint 2010 or 2013, select Files Connect On-premises.
   
   Note: The on-premises permission is available with a paid permission set license, “Files Connect for on-premises external data sources.” To enable the license for your organization, see these brief instructions in Salesforce Help.
5. For a permission set, click Manage Assignments in the toolbar at the top of the page. Then click Add Assignments, select users for the permission set, and click Assign.
   Important: Include any administrators who need to configure external data sources.
6. If you haven’t already, define the external data sources for your organization:
   • Define an External Data Source for SharePoint Online or OneDrive for Business
   • Define an External Data Source for SharePoint 2010 or 2013
   • Define an External Data Source for Google Drive
   • Define an External Data Source for Box
   
   Note: If you select an identity type of Named Principal for the data source, skip the steps below. But if you select Per User, read on.
7. In Setup, return to the detail page for the permission set or profile. Then do either of the following:
   • For a permission set, in the Apps section, click External Data Source Access.
   • For a profile, go to the Enabled External Data Source Access related list.
8. Click Edit, add specific data sources to the Enabled External Data Sources list, and click Save.
   (Users enter their credentials when they first access external data sources, or from their personal settings on the Authentication Settings for External Systems page.)
Create an Authentication Provider for Box

To use Box as an external data source, you must create an authentication provider for it in Salesforce.

Create an Authentication Provider in Salesforce

1. In Setup, enter Auth. Providers in the Quick Find box, then select Auth. Providers.
2. Click New.
3. For Provider Type, select Open ID Connect, and then set the following options:
   - Name—Enter the name you want to appear in Salesforce.
   - URL Suffix—Enter a suffix you want to appear at the end of the URL path. By default, the suffix reflects the Name entry.
   - Consumer Key—Enter any placeholder value. You will fill this in after you create the Box application in Step 5.
   - Consumer Secret—Enter any placeholder value. You will fill this in after you create the Box application in Step 5.
   - Authorize Endpoint URL—Enter https://app.box.com/api/oauth2/authorize
   - Token Endpoint URL—Enter https://app.box.com/api/oauth2/token
   - User Info Endpoint URL—Leave empty.
   - Default Scopes—Leave empty.
4. Click Save. Then, at the bottom of the Auth. Provider detail page, copy the Callback URL entry to a text file. (You’ll use this when creating the Box application.)
5. Create a Box application. Then return to step 6.
6. When you have created the Box application, edit the Salesforce Auth Provider and replace the following values with those from the Box app.
   - Consumer.Key: the Box client_id.
   - Consumer.Secret: the Box client_secret.
7. Click Save. Your Box authentication provider is now ready to be used.

Create a Box Application

1. Using the credentials of your Box admin account, log in to https://app.box.com/developers/services.
2. Click Create a Box Application.
3. Enter a project name, select Box content, and click Create Application.
4. Click Configure your application.
5. In the redirect_uri field, paste the Salesforce callback URL specified in the OAuth2 specification.
6. Copy the client_id and client_secret values to a text file. Enter these values at step 6 of Create an Authentication Provider in Salesforce.
Define an External Data Source for Box

Let users access their Box content from Files home, feed posts, and search.

1. From Setup in Salesforce Classic, enter External Data Sources in the Quick Find box, then select External Data Sources.

2. Click New External Data Source. Then set the following options.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label</td>
<td>A user-friendly name for the data source displayed in the Salesforce user interface.</td>
</tr>
<tr>
<td>Name</td>
<td>A unique identifier used to refer to this external data source definition through the API. The Name field can contain only underscores and alphanumeric characters. It must be unique, begin with a letter, not include spaces, not end with an underscore, and not contain two consecutive underscores.</td>
</tr>
<tr>
<td>Type</td>
<td>Choose Files Connect: Box</td>
</tr>
<tr>
<td>Identity Type</td>
<td>The identity type used to authenticate to the external data source.</td>
</tr>
<tr>
<td></td>
<td>Select Per User to require separate credentials for each user who accesses the data source.</td>
</tr>
<tr>
<td></td>
<td>(Administrators must enable the data source for specific permission sets and profiles. Users then enter their credentials when first accessing the data source.)</td>
</tr>
<tr>
<td>Authentication Protocol</td>
<td>The protocol used to access Box.</td>
</tr>
<tr>
<td></td>
<td>Select OAuth 2.0.</td>
</tr>
<tr>
<td>Authentication Provider</td>
<td>Enter the Box Authentication Provider.</td>
</tr>
<tr>
<td>Scope</td>
<td>Leave blank.</td>
</tr>
<tr>
<td>Start Authentication Flow on Save</td>
<td>Select to immediately test the settings above.</td>
</tr>
</tbody>
</table>

EDITIONS
Available in: both Salesforce Classic and Lightning Experience
Available in: Professional, Enterprise, Performance, Unlimited, and Developer Editions

USER PERMISSIONS
To define an external data source:
- “Customize Application”
Create an Authentication Provider for Google Drive

To use Google Drive as an external data source, you must create an authentication provider for it in Salesforce. The process begins with creating a related project in the Google Developers console.

Create a Project in the Google Developers Console

2. In the title bar, expand Go to Project and click Create Project.
3. Enter a project name, and click Create.
4. In the project dashboard, click the menu icon in the top left, then click API Manager.
5. In the API manager, go to the Google APIs tab and search for Google Drive API.
6. Click Google Drive API in the search results, then click Enable API.
7. Click Credentials, located in the left-hand menu.
8. In the OAuth Consent Screen tab, enter a valid email address and product name. Then click Save.
9. In the Credentials tab, click Add credentials and select OAuth client ID.
10. Select Web application and click Create.
11. Copy the client ID and client secret values to a text file. You’ll use these values when creating an authentication provider in Salesforce.

Create an Authentication Provider in Salesforce

1. In Setup, enter Auth. Providers in the Quick Find box, then select Auth. Providers.
2. Click New.
3. For Provider Type, select Open ID Connect, and then set the following options:
   - Name—Enter the name you want to appear in Salesforce.
   - URL Suffix—Enter the suffix at the end of the URL path. For example, in the path, https://login.salesforce.com/services/authcallback/00Dx00000000001/MyGoogleProvider, the suffix is “MyGoogleProvider”
   - Consumer Key—Enter the client ID you copied when creating the Google project.
   - Consumer Secret—Enter the client secret you copied when creating the Google project.
   - Authorize Endpoint URL—Enter https://accounts.google.com/o/oauth2/auth?access_type=offline&approval_prompt=force
   - Token Endpoint URL—Enter https://accounts.google.com/o/oauth2/token
   - Default Scopes—Enter openid email profile https://www.googleapis.com/auth/drive
4. Click Save. Then, at the bottom of the Auth. Provider detail page, copy the Callback URL entry to a text file. (You’ll use this when editing the Google project.)
Edit the Project in the Google Developer Console

1. In the API Manager, click **Credentials**, located in the left-hand menu.
2. Click on the previously created Web application.
3. In the Authorized Redirect URIs section, add the Callback URL you copied when creating the authentication provider in Salesforce.
4. Click **Save**.

Define an External Data Source for Google Drive

Let Chatter users access their Google Drive content from the Files tab, feed posts, and search. Salesforce supports Google documents, spreadsheets, presentations, and drawings.

1. From Setup, enter **External Data Sources** in the Quick Find box, then select **External Data Sources**.
2. Click **New External Data Source**. Then set the following options.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label</td>
<td>A user-friendly name for the data source displayed in the Salesforce user interface.</td>
</tr>
<tr>
<td>Name</td>
<td>A unique identifier used to refer to this external data source definition through the API. The Name field can contain only underscores and alphanumeric characters. It must be unique, begin with a letter, not include spaces, not end with an underscore, and not contain two consecutive underscores.</td>
</tr>
<tr>
<td>Type</td>
<td>Choose <strong>Files Connect: Google Drive</strong></td>
</tr>
<tr>
<td>Identity Type</td>
<td>The identity type used to authenticate to the external data source. Select <strong>Per User</strong> to require separate credentials for each user who accesses the data source. (Administrators must enable the data source for specific permission sets and profiles. Users then enter their credentials when first accessing the data source.) Select <strong>Named Principal</strong> to use the same set of credentials for every user who accesses the data source from Salesforce.</td>
</tr>
<tr>
<td>Authentication Protocol</td>
<td>The protocol used to access Google Drive. Select <strong>OAuth 2.0</strong>.</td>
</tr>
<tr>
<td>Authentication Provider</td>
<td>Enter the <strong>Google Drive authentication provider</strong>.</td>
</tr>
</tbody>
</table>

**EDITIONS**

Available in: both Salesforce Classic and Lightning Experience
Available in: **Professional**, **Enterprise**, **Performance**, **Unlimited**, and **Developer** Editions

**USER PERMISSIONS**

To define an external data source:
- "Customize Application"
Create an Authentication Provider for SharePoint Online or OneDrive for Business

To use one of Microsoft’s cloud-based external data sources, you must create an authentication provider for it in Salesforce and register that provider in an Office 365 app.

To fully configure an authentication provider, complete these steps:

1. **Create an Authentication Provider Using Placeholder Values**
2. **Register an Office 365 app**
3. **Edit the Authentication Provider**

### Create an Authentication Provider Using Placeholder Values

1. In Setup, enter **Auth. Providers** in the **Quick Find** box, then select **Auth. Providers**.
2. Click **New**.
3. For **Provider Type**, select **Microsoft Access Control Service**, and then set the following options:
   - **Name**—Enter the name you want to appear in Salesforce.
   - **URL Suffix**—Enter a suffix you want to appear at the end of the URL path. By default, the suffix reflects the Name entry.
   - **Consumer Key**—Enter a placeholder value.
   - **Consumer Secret**—Enter a placeholder value.
   - **Authorize Endpoint URL**—Enter a placeholder that begins with `https`.
   - **Token Endpoint URL**—Enter a placeholder that begins with `https`.
   - **Default Scopes**—Leave empty.
4. Click **Save**. Then, at the bottom of the Auth. Provider detail page, copy the **Callback URL** entry to a text file. (You’ll use this when registering an Office 365 app.)

### Register an Office 365 app

1. Log in to your Office365 account as an administrator, and go to one of the following URLs:
   - **SharePoint Online**
     
     ```
     https://[your company name].sharepoint.com/[site collection path]/_layouts/15/appregnnew.aspx
     ```
OneDrive for Business
https://[your company name]-my.sharepoint.com/_layouts/15/appregnew.aspx

2. Set the following options:
   • **App Type**—Select *An app running on a web server*.
   • **Client Id**—Click *Generate*, and copy the generated value to a text file.
   • **Client Secret**—Click *Generate*, and copy the generated value to a text file.
   • **Title**—Enter a name for the app.
   • **App Domain**—Enter the domain name of your Salesforce organization.
   • **Redirect URL**—Enter the Callback URL you copied when creating the Authentication Provider in Salesforce.

3. Click *Create*.
   Now you'll configure the newly created app to access SharePoint resources.

4. Go to one of the following URLs:
   **SharePoint Online**
   https://[your company name].sharepoint.com/[site collection path]/_layouts/15/appinv.aspx
   **OneDrive for Business**
   https://[your company name]-my.sharepoint.com/_layouts/15/appinv.aspx

5. Set the following options:
   • **App Id**—Enter the Client Id you copied to a text file, then click *Lookup*.
   • **Title**—Keep the default value.
   • **App Domain**—Keep the default value.
   • **Redirect URL**—Keep the default value.
   • **Permission Request XML**—Enter a string with this format:

   **SharePoint Online**
   ```xml
   <AppPermissionRequests>
     <AppPermissionRequest Scope="[SCOPE]" Right="[PLACEHOLDER]"/>
   </AppPermissionRequests>
   ```

   **OneDrive for Business**
   ```xml
   <AppPermissionRequests>
     <AppPermissionRequest Scope="http://sharepoint/content/tenant" Right="[PLACEHOLDER]"/>
     <AppPermissionRequest Scope="http://sharepoint/social/tenant" Right="Read"/>
   </AppPermissionRequests>
   ```

6. For SharePoint Online, replace [SCOPE] with one of these values:

   **Important:** Office 365 recognizes only these scope URLs; copy them exactly, without changes.
   • http://sharepoint/content/sitecollection/web to let users access a single site (but not its subsites).
   • http://sharepoint/content/sitecollection to let users access a single site collection (including all subsites).
   • http://sharepoint/content/tenant to let users access all site collections.
7. Replace [PLACEHOLDER] with one of these values:
   - Read
   - Write
   - Manage
   - Full Control

   For details about the differences between permission levels above, see the Microsoft website.

8. Click Create.

Edit the Authentication Provider

In Salesforce, you'll now replace the original placeholder values with the correct ones from the Office 365 app.

1. In Setup, enter Auth. Providers in the Quick Find box, then select Auth. Providers.

2. Click Edit next to the authentication provider you created previously.

3. Change the following values:
   - Consumer Key—Enter the Client Id you copied to a text file.
   - Consumer Secret—Enter the Client Secret you copied to a text file.
   - Authorize Endpoint URL—Enter the URL of the OAuthAuthorize.aspx page in Office 365. The URL format is as follows:
     - SharePoint Online
       https://[your company name].sharepoint.com/[site collection path]/_layouts/15/OauthAuthorize.aspx
     - OneDrive for Business
       https://[your company name]-my.sharepoint.com/_layouts/15/OauthAuthorize.aspx

   - Token Endpoint URL—Enter a URL in the following format:
     - SharePoint Online
       https://accounts.accesscontrol.windows.net/[your company name].onmicrosoft.com/tokens/OAuth/2?resource=00000003-0000-0ff1-ce00-000000000000/[your company name].sharepoint.com@[your company name].onmicrosoft.com
     - OneDrive for Business
       https://accounts.accesscontrol.windows.net/[your company name].onmicrosoft.com/tokens/OAuth/2?resource=00000003-0000-0ff1-ce00-000000000000/[your company name]-my.sharepoint.com@[your company name].onmicrosoft.com

4. Click Save. Your authentication provider is now ready for use.
Define an External Data Source for SharePoint Online or OneDrive for Business

With Files Connect and Chatter, Salesforce can access content from Microsoft’s cloud-based systems.

1. From Setup, enter External Data Sources in the Quick Find box, then select External Data Sources.
2. Click New External Data Source. Then set the following options.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>Label</td>
<td>A user-friendly name for the data source displayed in the Salesforce user interface.</td>
</tr>
<tr>
<td>Name</td>
<td>A unique identifier used to refer to this external data source definition through the API. The Name field can contain only underscores and alphanumeric characters. It must be unique, begin with a letter, not include spaces, not end with an underscore, and not contain two consecutive underscores.</td>
</tr>
<tr>
<td>Type</td>
<td>Choose Files Connect: Microsoft SharePoint Online or Files Connect: Microsoft OneDrive for Business.</td>
</tr>
<tr>
<td>Site URL</td>
<td>The URL of your SharePoint site, site collection, or web app.</td>
</tr>
<tr>
<td>Important:</td>
<td>The URL must begin with https and end with the site name.</td>
</tr>
<tr>
<td></td>
<td>(Don’t copy the URL seen in the browser when accessing SharePoint.)</td>
</tr>
<tr>
<td>Exclude Other Site Collections</td>
<td>Accesses only the collection specified by the URL, ignoring any related collections.</td>
</tr>
<tr>
<td>Identity Type</td>
<td>The identity type used to authenticate to the external data source.</td>
</tr>
<tr>
<td></td>
<td>Select Per User to require separate credentials for each user who accesses the data source. (Administrators must enable the data source for specific permission sets and profiles. Users then enter their credentials when first accessing the data source.)</td>
</tr>
<tr>
<td></td>
<td>Select Named Principal to use the same set of credentials for every user who accesses the data source from Salesforce.</td>
</tr>
</tbody>
</table>
**Field** | **Description**  
--- | ---  
**Authentication Protocol** | The protocol used to access SharePoint Online. Select **OAuth 2.0**.  
**Authentication Provider** | Enter the SharePoint Online authentication provider.  
**Scope** | Leave blank.  
**Start Authentication Flow on Save** | Select to immediately test your settings or to create an external object for this external data source.  

### Set Up a Secure Agent for SharePoint 2010 or 2013

A Secure Agent provides secure communication between Salesforce and on-premises data in SharePoint 2010 or 2013.

**Note:** The Secure Agent setup process requires a paid permission set license, "Files Connect for on-premises external data sources." For information about permission set licenses, see Salesforce Help.

To fully configure a Secure Agent, complete these steps:

1. Create a Connected App for the Secure Agent
2. Create a Profile and User Specific to the Secure Agent
3. Create the Agent in Salesforce, and Download the Installer to Your Server
4. Install and Run the Agent on a Windows Server or a Linux Server
5. Install Secure Agent Plug-ins for Your On-premises Data Source
6. Update Previously Installed Plug-ins
7. Import Any Required Certificates
8. Track and Troubleshoot Secure Agent Activity

**Tip:** For a visual walk-through, see this video tutorial of Secure Agent setup.

### Create a Connected App for the Secure Agent

1. In Setup, enter **Apps** in the Quick Find box, then select **Apps**.
2. In the Connected Apps section, click **New**.
3. In the Basic Information section, enter the following settings:
   - **Connected App Name**—Enter a distinctive name like "Secure Agent App."
   - **API Name**—Leave the default value.
   - **Contact Email**—Enter your administrator’s address.
4. In the API section, select **Enable OAuth Settings**, and enter the following settings:
• Use Digital Signatures—Deselect this option.
• Selected OAuth Scopes—Add “Access and manage your data (api)” and “Perform requests on your behalf at any time (refresh_token, offline_access).”

5. Click Save.
6. In Setup, enter Connected Apps in the Quick Find box, then select the option for managing connected apps.
7. Next to the new app, click Edit, and then enter the following settings:
   • Permitted Users—Select “Admin approved users are pre-authorized.”
   • IP Relaxation—Select “Relax IP restrictions.”
8. Click Save.

Create a Profile and User Specific to the Secure Agent

1. In Setup, enter Profiles in the Quick Find box, then select Profiles.
2. Next to the Standard User profile, click Clone.
3. For Profile Name, enter a distinctive name like “Secure Agent profile.”
4. Click Save.
5. Next to the new profile, click Edit.
6. In the Connected App Access section, select the connected app you created for the agent.
7. In the Administrative Permissions section, select Modify Secure Agents.
8. Click Save.
9. In Setup, enter Users in the Quick Find box, then select Users.
10. Click New User.
11. For Profile, select the profile you created for the agent. Then complete the remaining required fields, and click Save.
   
   Important: Be sure to deselect “Generate new password and notify user immediately.”

Create the Agent in Salesforce, and Download the Installer to Your Server

1. In Setup, enter Secure Agents in the Quick Find box, then select Secure Agents.
2. Click New Secure Agent.
3. Enter a Label for the user interface and Name for the API.
   
   Note: Choose the label carefully, because you can’t change it. Salesforce relies on a consistent label to remain connected to the agent.
4. For Proxy User, enter the user you created for the Secure Agent.
5. Click Save.
6. On the details page, click Download Installer, and then choose Linux Agent or Windows Agent.
7. In Setup, enter **Apps** in the **Quick Find** box, then select **Apps**, and click the name of the connected app you created. Then, in the API section, copy the Consumer Key value to a text file.

8. To your server, copy the text file and the downloaded installer file (sfdc-agent.zip for Windows, or sfdc-agent.run for Linux).

   **Important:** Make sure the server can access both Salesforce and your on-premises data source, and has Java 6.x or 7.x installed.

### Install and Run the Agent on a Windows Server

1. Extract the files in sfdc-agent.zip. Then double-click SecureAgentInstaller.exe

2. Click **Next**, and enter an installation folder. Click **Next** again, and finish initial installation.

3. When the configuration window appears, enter proxy settings used to connect to Salesforce.

   **Tip:** To change proxy settings after installation (due to a new password for example), enter the `agent:proxyconfig` command in the agent interface.

4. For **Login Server Type**, choose **Production** or **Sandbox**.

   **Tip:** To later change this and following configuration settings, you must uninstall and reinstall the agent.

5. For **Oauth Client Key**, enter the Consumer Key value you copied to the text file.

6. For **Encryption Settings**, select one of the following:
   - **Generate** to randomly generate a 1,024-bit public/private key pair. See the **Re-use existing certificate** setting if you need another key size. Then note the displayed path to the generated *.509 certificate file. You reference this path in the Salesforce connected app.
   - **Re-use existing keystore** to reuse a key pair from a previous agent installation. The keystore is in this location: `{agent installation folder}\etc\auth.jks`.

     **Note:** If you select an existing keystore, skip to step 10.
   - **Re-use existing certificate** to select your own certificate and private key. This option enables you to use a different key size. Contact Salesforce for more information.

7. In Salesforce, from Setup, enter **Apps** in the **Quick Find** box, then select **Apps**.

8. Click **Edit** next to the connect app, and select **Use Digital Signatures**.

9. Click **Choose File**, and select the *.509 certificate. Then click **Save**.

10. Return to the agent installer, and click **Next** to complete the installation.

11. Click **Install Agent as Service** to start the “Salesforce Secure Agent” service on your server.

    **Tip:** To access services in Windows, choose **Start > Administrative Tools > Services**.

### Install and Run the Agent on a Linux Server

1. Run the installer using one of these commands:

   - **Production instance:**

     ```bash
     ./sfdc-agent.run
     ```
• Sandbox instance:

```
./sfdc-agent.run -l https://test.salesforce.com
```

• Production instance with your own public/private key pair:

```
```

• Production instance with a keystore generated during a previous installation:

```
```

You’ll find the *.jks file here: [agent installation folder]/etc/auth.jks

2. Follow the on-screen instructions to enter an installation folder and proxy settings.

Tip: To change proxy settings after installation, enter the `agent:proxyconfig` command in the agent interface.

3. When the installer prompts you for an OAuth Client Key, enter the Consumer Key value you copied to the text file.

Note: If you specified a keystore generated during a previous installation, skip to step 8.

4. If prompted, generate a random 1,024-bit public/private key pair. Then note the displayed path to the generated *.509 certificate file. You reference this path in the Salesforce connected app.

Note: Contact Salesforce if you need to use a different key size.

5. In Salesforce, from Setup, enter Apps in the Quick Find box, then select Apps.

6. Click Edit next to the connect app, and select Use Digital Signatures.

7. Click Choose File, and select the *.509 certificate. Then click Save.

8. Return to the agent installer, and press Enter to complete the installation.

9. Start the agent with this command: [agent installation folder]/bin/start

## Install Secure Agent Plug-ins for Your On-premises Data Source

To connect a Secure Agent to an external data source in Salesforce, you need to install the necessary plug-ins.

1. In Setup, enter Secure Agents in the Quick Find box, then select Secure Agents.

2. Click an agent name to access its details page.

3. In the Secure Agent Plugins list, click New.

For SharePoint 2010 or 2013, you’ll need to install the following plug-ins:

• Files Connect SharePoint
• Files Connect Remote Connector Service
• Secure Transport Client Service

4. To install a plug-in, select it from the Type menu, enter a distinctive name, and click Save. Repeat the process for each required plug-in.
Update Previously Installed Plug-ins

When plug-in updates are available, administrators receive weekly email notifications.

1. In Setup, enter Secure Agents in the Quick Find box, then select Secure Agents.
2. In the Secure Agent Plugins list, if the Update Available column states “Yes,” click Edit for that plug-in.
3. Select Update to the recommended version on save, and click Save.

Import Any Required Certificates

In the agent interface, you can press the TAB key to access a variety of commands. If your SharePoint server requires a self-signed certificate, or a certificated signed by an unofficial authority, you must use the rcs:importcert command. Then enter the path to import the self-signed certificate, or the root certificate of the authority, into the Secure Agent trust store.

The rcs:listcert command lists all certificates currently in the trust store, while rcs:deletecert deletes the specified certificate from the store.

Track and Troubleshoot Secure Agent Activity

Download log files to precisely monitor agent events.

1. In Setup, enter Secure Agents in the Quick Find box, then select Secure Agents.
2. Click the name of a previously created Secure Agent to open its detail page.
3. Click either of the following:
   - Download Logs to download a compressed .zip file containing text logs.
   - Download Diagnostics to see the current agent state, including the list of installed plug-ins and Java virtual machine status.

Ensure Access with Secure Agent Clusters

Secure Agent clusters provide failover protection, ensuring that Salesforce users can always access on-premises external data sources like SharePoint 2010 or 2013.

Note: The Secure Agent setup process requires a paid permission set license, “Files Connect for on-premises external data sources.” For information about permission set licenses, see Salesforce Help.

Create the Secure Agent Cluster

1. Create multiple Secure Agents on different servers by repeating this process: Set Up a Secure Agent.
2. From Setup, enter Secure Agent Clusters in the Quick Find box, then select Secure Agent Clusters.
3. Click New Secure Agent Cluster.
4. Enter a Label for the user interface and Name for the API.
5. To add available agents to the cluster, select them, and click Add.
Change the priority order in which agents are used by moving them up or down in the Selected Secure Agents list. The accessible agent with highest priority is used first.

6. Click **Save**.

**Check Cluster Status**

1. From Setup, enter **Secure Agent Clusters** in the Quick Find box, then select **Secure Agents Clusters**.
2. Click a cluster name to access its details page.
3. Note the overall status for the cluster. Green indicates that all agents are accessible, yellow that some are, and red that none are.
4. Note the status of individual agents and these additional details:
   - The Priority column shows the order in which agents are used. To change priority, click **Edit**, and move agents up or down in the Selected Secure Agents list.
   - The Active column indicates which agent is currently in use.

**Define an External Data Source for SharePoint 2010 or 2013**

Let Salesforce access data in your on-premises system. Files Connect and Chatter make it possible.

**Note:** This setup process requires a paid permission set license, “Files Connect for on-premises external data sources.” For information about permission set licenses, see Salesforce Help.

1. From Setup, enter **External Data Sources** in the Quick Find box, then select **External Data Sources**.
2. Click **New External Data Source**. Then set the following options.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Label</td>
<td>A user-friendly name for the data source displayed in the Salesforce user interface.</td>
</tr>
<tr>
<td>Name</td>
<td>A unique identifier used to refer to this external data source definition through the API. The Name field can contain only underscores and alphanumeric characters. It must be unique, begin with a letter, not include spaces, not end with an underscore, and not contain two consecutive underscores.</td>
</tr>
<tr>
<td>Type</td>
<td>Choose <strong>Files Connect: Microsoft SharePoint</strong></td>
</tr>
<tr>
<td>Secure Agent</td>
<td>A service running on a Linux or Windows server on your intranet that lets you securely connect Salesforce to your on-premises SharePoint server. See Set Up a Secure Agent for SharePoint 2010 or 2013.</td>
</tr>
<tr>
<td>Field</td>
<td>Description</td>
</tr>
<tr>
<td>---------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Site URL</td>
<td>The URL of your SharePoint site, site collection, or web app. <strong>Important:</strong> The URL must begin with <code>https</code> and end with the site name. (Don’t copy the URL seen in the browser when accessing SharePoint.)</td>
</tr>
<tr>
<td>Identity Type</td>
<td>The identity type used to authenticate to the external data source. Select <strong>Per User</strong> to require separate credentials for each user who accesses the data source. (Administrators must enable the data source for specific permission sets and profiles. Users then enter their credentials when first accessing the data source.) Select <strong>Named Principal</strong> to use the same set of credentials for every user who accesses the data source from Salesforce.</td>
</tr>
<tr>
<td>Authentication Protocol</td>
<td>The protocol required to access SharePoint. Select <strong>Password Authentication</strong>. (This option supports HTTP Basic and NTLM authentication.)</td>
</tr>
<tr>
<td>Administration Username</td>
<td>The username Salesforce uses to test the connection to SharePoint. You don’t need to enter a SharePoint administrator’s username. However, ensure that the credentials you use have adequate privileges to access the data source, perform searches, and return information.</td>
</tr>
<tr>
<td>Administration Password</td>
<td>The password Salesforce uses to test the connection to SharePoint.</td>
</tr>
</tbody>
</table>

**Note:** Salesforce users can’t access SharePoint 2010 if anonymous access is enabled for the web application.
Include a Files Connect Data Source in Global Search

Combine searches for Salesforce data with external data from Google Drive, SharePoint, or OneDrive for Business. Via the API, developers can automate the process with supported SOQL or SOSL queries.

To include external data in global searches or API queries, first create a related external object. External objects behave similarly to custom objects, but map to data stored outside Salesforce in an external system like SharePoint. Each external object maps to a data table, and the object fields map to accessible table columns.

Tip: External objects support lookup relationships similar to custom objects, letting you integrate external data into related lists and other areas throughout Salesforce. For details, see External Object Relationships.

To fully configure global search, complete these steps:

1. **Choose the Layout for Global Search Results**
2. **Create an External Object from an External Data Source**
3. **Give Users Access to the External Object Fields**

To automate search with SOQL or SOSL, review the supported queries for your data source:

- SOQL and SOSL Support for SharePoint and OneDrive External Objects
- SOQL and SOSL Support for Google Drive External Objects

Choose the Layout for Global Search Results

By default, Files Connect external objects use the standard search results layout for Chatter and the Files tab. If you want to display customized search layouts for these objects, complete these quick steps.

1. From Setup, enter Files Connect Settings in the Quick Find box, then select Files Connect Settings.
2. Select Use External Object Search Layout.

Create an External Object from an External Data Source

1. Define an external data source that supports search:
   - SharePoint Online or OneDrive for Business
   - SharePoint 2010 or 2013
   - Google Drive
   - Box

2. In Setup, enter External Data Sources in the Quick Find box, then select External Data Sources.
3. Click the data source name to access the details page.
4. Click Validate and Sync.

Note: If the Validate and Sync button is disabled, edit the Authentication Settings for External Systems to enable the Start Authentication Flow on Save checkbox.
5. Select the table named "items_[data source]." Then click Sync to create an external object that maps to the entire source. Now you deploy the object to make the data it contains available to users.

6. Choose Build > Develop > External Objects.
7. Click Edit next to the new external object.
8. At the bottom of the page, click Deployed, and then click Save.

Give Users Access to the External Object Fields

1. In Setup, enter Permission Sets in the Quick Find box, then select Permission Sets.
2. Click a permission set in which you enabled Files Connect.
3. In the Apps section, click Object Settings.
4. Click the name of the external object.
5. Click Edit, and enable the necessary Read permissions (for the object itself, and all fields you want to reveal in Salesforce).
6. Click Save.

SOQL and SOSL Support for SharePoint and OneDrive External Objects

SharePoint and OneDrive external objects support these standard fields and any custom fields you enable.

Note: Queries on specific fields return only documents that the external data source indexed.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Queryable</th>
<th>Sortable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Comment</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>ContentLength</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>CreationDate</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>DisplayUrl</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>DownloadUrl</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>ExternalId</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>IsFolder</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>MimeType</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Name</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>UpdateDate</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>UpdatedBy</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Note: Not supported for SharePoint 2010 or 2013.
Note: You can also use ParentId__c as query criteria to retrieve the list of documents in a folder. However, that field isn’t displayed in query results unless your query specifies a ParentId__c value.

SOQL and SOSL Support for Google Drive External Objects

Files Connect supports all standard Google Drive properties, but not custom properties. The following properties have different field names in Salesforce external objects:

<table>
<thead>
<tr>
<th>Google Property</th>
<th>Salesforce Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>alternateLink</td>
<td>DisplayUrl</td>
</tr>
<tr>
<td>createDate</td>
<td>CreationDate</td>
</tr>
<tr>
<td>description</td>
<td>Comment</td>
</tr>
<tr>
<td>downloadURL</td>
<td>contentStreamUri</td>
</tr>
<tr>
<td>editable</td>
<td>readOnly</td>
</tr>
<tr>
<td>fileSize</td>
<td>ContentLength</td>
</tr>
<tr>
<td>id</td>
<td>ExternalId</td>
</tr>
<tr>
<td>lastModifyingUserName</td>
<td>UpdatedBy</td>
</tr>
<tr>
<td>mimeType</td>
<td>MimeType</td>
</tr>
<tr>
<td>modifiedDate</td>
<td>UpdateDate</td>
</tr>
<tr>
<td>ownerNames</td>
<td>Author</td>
</tr>
<tr>
<td>originalFilename</td>
<td>contentStreamFileName</td>
</tr>
<tr>
<td>title</td>
<td>Name</td>
</tr>
</tbody>
</table>

This subset of fields supports SOQL and SOSL queries. (None are sortable, reflecting limitations in the Google Drive API.)

- CreationDate
- lastViewedByMeDate
- MimeType
- Name

Note: Google Drive queries on the Name field support only one wildcard, %. Searches using this wildcard match only name prefixes. For example, the title "HelloWorld" would be returned with the query Name LIKE "Hello%" but not Name LIKE "%World".

- sharedWithMe

Note: Queries on the sharedWithMe field with a value of "false" are not supported, protecting confidential data.

- starred
- UpdateDate
Include SharePoint Custom Properties in Search, SOQL, and SOSL Queries

After you create an external object for a SharePoint data source, some special steps are needed to search or query any custom properties it contains.

Configuring Custom Properties in SharePoint

External objects in Salesforce let you select and filter on these custom properties from SharePoint:

- Custom columns defined in a Custom Content Type
- Metadata from Microsoft Word, Excel, and other Office documents

To search on these custom properties in Salesforce, a corresponding Managed Property must be created by a SharePoint administrator.

- To display these properties in external object fields, or use them in SOQL or SOSL SELECT queries, set the corresponding Managed Property to **Retrievable**. (In SharePoint 2010, this option is labeled, “Allow this property to be used in scopes.”)
- To filter on these properties in external objects, or use them as query criteria in a SOQL or SOSL WHERE clause, set the corresponding Managed Property to **Queryable**.

Querying Resulting Fields in Salesforce

In the examples below, `CustomProperty` stands for the Custom column name defined in the Custom Content Type, or the Office document metadata name. `ManagedCustomProperty` stands for the corresponding Managed Property name.

**SharePoint 2010**

Use `CustomProperty` in the SELECT clause and `ManagedCustomProperty` in the WHERE clause. Two corresponding fields must exist for the external object in Salesforce: one for selecting, the other for filtering.

Here’s a SOQL example:

```
SELECT CustomProperty FROM items_sp2010_x WHERE ManagedCustomProperty=...
```

**SharePoint 2013 and Online**

In most cases, `ManagedCustomProperty` can be used for both the SELECT and WHERE clause.

Here’s a SOQL example:

```
SELECT ManagedCustomProperty FROM items_sp2013_x WHERE ManagedCustomProperty=...
```

However, for file types SharePoint doesn’t index for search, such as .jpg, .png, and .pdf files, you must use `CustomProperty` in the SELECT clause and `ManagedCustomProperty` in the WHERE clause. As a workaround, you can define an alias on the Managed Property in SharePoint and format queries like this:

```
SELECT Alias FROM items_sp2013/Online WHERE Alias=...
```

Tip: Normally, custom properties aren’t displayed on external object detail pages—defining an alias also addresses this issue.
Boolean Custom Properties

When using boolean (Yes/No) custom properties with a corresponding Managed Property set to the Text type, the corresponding external object field must be set to the Text type as well. In filters, the values "0" and "1" equal false and true, respectively. For example:

```
WHERE customBooleanWithTextManagedProperty="1"
```

"0" and "1" are also displayed as results, however, so boolean custom properties should use a Managed Property type of YesNo. Set the corresponding external object field to Checkbox to query it with standard true or false values. For example:

```
WHERE customBooleanWithYesNoManagedProperty=true
```

Metadata in Microsoft Office Documents

The Sharepoint Search service returns all metadata from Office documents as strings, so corresponding external object fields must be set to the Text type.

Dates are returned in the format, MM/DD/YYYY hh:mm:ss AM/PM, (for example, "3/31/2015 9:59:00 PM"). To query on fields using the Date type, the external object must include a corresponding Date field for filtering, and a Text field for selecting.

Limitations for Specific SharePoint Property Types in Salesforce

All versions

- Number, Currency, and Choice multiple properties can’t be selected for file types SharePoint doesn’t index for search. By default, this includes image, video, and .pdf files, although .pdf files are natively indexed starting with SharePoint 2013.

SharePoint 2010

- Number, Choice multiple, and Currency properties can’t be selected.
- Date properties can be selected but results are unlikely to be formatted in UTC (Coordinated Universal Time), so values may reflect a different time zone than expected.

SharePoint 2013

- Multiple Line of Text, URL, Date, and Choice Dropdown properties aren’t queryable.
- Choice Dropdown, Choice multiple, URL, and Date properties can’t be selected.

SharePoint Online

- Multiple Line of Text, URL, and Date properties aren’t queryable.
- Choice multiple and URL properties can’t be selected.
Set Up Authentication to an External Data Source

When you connect to a Files Connect external data system for the first time, set up your authentication in just a few clicks.

If you haven’t set up your authentication to an external data system in My Settings, you are prompted to authenticate the first time you try to access an external system in Salesforce. Click the link or button to complete most of the authentication automatically.

• If you are connecting to Box, Google Drive, SharePoint Online, or OneDrive for Business:
  1. Select OAuth 2.0 as the authentication protocol.
  2. When you see a message requesting permission for Salesforce to access information from your external system, click Allow.
  3. After the authentication process has finished, you are redirected to Salesforce.

• If you are connecting to SharePoint 2010 or SharePoint 2013:
  1. You are redirected to Authentication Settings for External Systems.
  2. Enter your username and password credentials for the external system.
Manage Your External Data Source Authentication Credentials

You or your Salesforce admin can set up and manage your authentication settings for external data sources using Files Connect. With valid authentication settings, you can access files from external systems right from Salesforce.

Your admin defines external systems in external data sources and named credentials. Before you begin, your administrator:

- Sets up the external data source or named credential to use per-user authentication.
- Grants you access to the external data source or named credential.
- Tells you the authentication settings to enter.

If you don’t see the expected settings or options, ask your admin for help.

1. From My Settings, enter Authentication in the Quick Find box, then select Authentication Settings for External Systems.
2. Click New to set up a new connection. Click Edit to modify an existing external data source.
3. From the External System Definition menu, select “External Data Source.”
4. From the External Data Source menu, select a data source created by your administrator.
5. Select the authentication protocol required by the external system.

For SharePoint 2010 or 2013, set the following options.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authentication Protocol</td>
<td>Choose Password Authentication</td>
</tr>
<tr>
<td>Username and password</td>
<td>Enter your SharePoint username and password</td>
</tr>
</tbody>
</table>

For Box, Google Drive, SharePoint Online, or OneDrive for Business, set the following options.

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authentication Protocol</td>
<td>Choose OAuth 2.0</td>
</tr>
<tr>
<td>Authentication Provider</td>
<td>Choose the provider created for this data source by your administrator</td>
</tr>
<tr>
<td>Scope</td>
<td>Leave blank</td>
</tr>
<tr>
<td>Start Authentication Flow on Save</td>
<td>Select to immediately verify your login credentials with the external data source. When you click Save, the external system prompts you to log in. After successful login, the external system grants you an OAuth token for accessing its data from this org. Redo the OAuth flow when you need a new token—for example, when the token expires—or if you edit the Scope or Authentication Provider fields.</td>
</tr>
</tbody>
</table>

USER PERMISSIONS

To access cloud-based data sources like SharePoint Online:
- “Files Connect Cloud”

To access on-premises data sources like SharePoint 2010:
- “Files Connect On-premises”

EDITIONS

Available in: both Salesforce Classic and Lightning Experience

Files Connect for cloud-based external data sources is available in: Professional, Enterprise, Performance, Unlimited, and Developer Editions

Files Connect for on-premises external data sources is available for an extra cost in: Enterprise, Performance, Unlimited, and Developer Editions
6. Click **Save**.

**SEE ALSO:**

*Salesforce Help: Personalize Your Salesforce Experience*

# Access and Share External Files Using Files Connect

After your admin enables Files Connect, you can access files from external sources like Google Drive and SharePoint, or share them via feeds and Files home.

## Download or Share Files on Files Home

Download external files to your local system or share them with a general set of people in your organization from Files home.

1. Navigate to Files home.

2. The External Files list in the left column shows available external data sources. Select one and navigate through the folders, or use the search bar to find a file.

   **Note:** Salesforce supports Google documents, spreadsheets, presentations, and drawings. In the Recent list, Google Drive content is limited to the 24 most recently accessed documents from the last 30 days.

3. Click **next to the file name, and choose one of the following:**
   - **Open** the file in the external data source, such as SharePoint.
   - **Download** the file to your local system. (From on-premises systems like SharePoint 2010, 2 GB is the maximum download size.)
   - **Share** the file either as a copy or as a reference. Your admin has determined which type of sharing is used at your organization. When sharing, you do one of the following:
     - **Share a copy** of the external file stored in Salesforce. If files are shared with a Chatter group, all group members can access the files, even if they lack access to the external system. Salesforce Files won’t reflect any revisions to the file in external systems.
     - **Share a reference** to the external file stored outside Salesforce. Files can be downloaded only by users with access to the external system. (Users must enter credentials for the system in the Authentication Settings for External Systems section of personal setup.) Salesforce Files won’t reflect any revisions to the file in external systems, but the reference does point to the latest version of the file in those systems.

   **Note:** To download files referenced from an external system, users must enter credentials for the system in the Authentication Settings for External Systems section of personal setup.

   When a user selects an external file from the file selector, a file reference or copy is created in Salesforce. If a file reference already exists, it is reused.
Share Files in the Feed

If you want to include external files in a specific Chatter conversation, use the feed. All files shared in the feed are either copies or references, as determined by your administrator.

In Salesforce Classic

1. While authoring a post, click File above the feed, and then click Select a file from Salesforce.
2. In the left column, click the external source, such as SharePoint.
3. Next to the file you want to share, click Attach.
4. In the body of your post, @mention the groups or people you want to share with.

In Lightning Experience

1. While authoring a post, click the paperclip icon below the post to open the Select File window.
2. From the left column, click the external source, such as SharePoint or Google Drive.
3. Select the file you want to share and click Add.
4. In the body of your post, @mention groups or people that you want to share with.
## Files Connect for Users

### Access and Share External Files Using Files Connect

#### Select File

<table>
<thead>
<tr>
<th>Owned by Me</th>
<th>Shared with Me</th>
<th>Recent</th>
<th>Following</th>
<th>EXTERNAL SOURCES</th>
<th>Google Drive</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Q1 Planning meeting notes</td>
<td>To Do list</td>
<td>Content Plan Template</td>
<td>Perforce Basics</td>
<td>updated campus map</td>
</tr>
</tbody>
</table>
Search for External Files with Files Connect

Search an external data source like Google Drive, Box, or SharePoint right within Salesforce.

Search in a Specific External Data Source

In Salesforce Classic

1. From the left column of Files home or your Chatter feed, click the data source name.
2. In the search box, enter terms such as document title or author. (The specific information you can search for depends on the configuration of the external data source.)

Note: You can also search external data sources from the file selector when attaching a file to a Chatter post. In Salesforce Classic, click File above the feed, and then select a file from Salesforce. In Lightning Experience, click the paperclip icon below the post to open the Select File window.

Search Globally for Salesforce and External Data

If your administrator enables global search for an external data source, you can conveniently search its contents along with your Salesforce data.

In Salesforce Classic

1. In the global search box at the top of the Salesforce window, enter your search terms.
2. To filter the results down to a specific external data source, click its name in the left column (for example, “SharePoint Online”).

Tip: If you often want to see content from a specific external data source, pin it to the top of global search results: In the left column, hover over the data source name, and click the pin icon. (If you don’t see the data source listed, click Search All.)

In Lightning Experience

1. From Files home, enter a search term into the global search box in the header.
2. You can filter your search results to return only Files by selecting “in Files” after entering your search in the global search box, or by doing a global search and then selecting Files from the global search results.