

20.1 Sharing Files Publicly with An Expiration Date in Sync



You can share a file with any user, even one without a FileCloud account, and then for security reasons you can limit the time the share is available.

- When the share expires, it is not deleted.
- After the share Expires date is passed, the link to the share will no longer work.

To set an expiration date when you share a file, you can leave most of the default settings as-is.

However, in SHARE OPTIONS, you must change the following setting:

Share Options

Shared File/Folder:

Share name:

Expires (Optional)
☐ Never Expires ☒ Expires

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Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	1	2	3	4	5	6

☐ Yes ☒ No

Unsaved changes. Click 'Update' to save.

Update


Expires to Expires

This disables the use of the URL to the shared file after the selected date.

The file itself is not removed or deleted.

To share a file with an expiration date:



1. In the system tray, right-click the FileCloud Sync icon () and select *File Browser*.
2. In the *File Browser* window, right-click the file and then select *Share*.
3. On the Share link pop-up window, click *Advanced Options*.
4. On the *Manage Share for file* window, in *Share Options*, select *Expires*.
5. A date appears underneath the radio button. Click the calendar icon to select an expiration date.
6. In *Restrict Downloads*, leave the default of *No Restrictions* or select *Restrict to* and set a restriction.
7. In *Email File Change Notifications*, leave the default of *YES* or to turn them off select *NO*.
8. In *Enable Password Protection*, you can leave the default of *NO* or select *YES*.
9. A randomly-generated password is shown. You can use this or change it to another secure password.
10. On the *Manage Share for file* window, in *Share Permissions*, leave the default of *Allow Everyone*.
11. To save your changes, click *Update*.