

20.1 Sync Public Share Options for Files



When you share a file publicly, you can configure any restrictions and specify which users have access.

You can configure share options when:

- You first create the Share using *Advanced Options* - after you right-click a file in the *File Browser* window and select *Share*, this button is available on the pop-up window with the Share link
- After you create the share using *Manage Share* - after you right-click a file that is already being shared in the *File Browser* window, and select then *Share* again, the *Manage Share* window opens

To create a share or manage it, you will always select the *Share* option from the right-click menu. Even if the file is already being shared, to access the *Manage Share* window you must select the *Share* option again.

The Manage Share window contains buttons to perform the following actions:

Manage share for file - image.png

12345

Share URL

https://docsteam.filecloudonline.com/url/p3xphjuphb5f9uud

1. Copy URL to Clipboard

2. Open URL

3. Customize Share Link

4. List Activities on Share

5. Send Link via Email

The Manage Share window also contains two panels for configuring access.

SHARE OPTIONS panel	SHARE PERMISSIONS panel								
<div><div>Share Options</div><div><div>Shared File/Folder:</div><div>/me/image.png</div></div><div><div>Share name:</div><div>ki8CuuC9dCKNUul1</div></div><div><div>Expires (Optional)</div><div><div><input checked="" type="radio"/> Never Expires</div><div><input type="radio"/> Expires</div></div></div><div><div>Restrict Downloads (Optional)</div><div><div><input checked="" type="radio"/> No Restrictions</div><div><input type="radio"/> Restrict to</div></div></div><div><div>Email File Change Notifications</div><div><div><input checked="" type="radio"/> Yes</div><div><input type="radio"/> No</div></div></div><div><div>Enable Password Protection</div><div><div><input type="radio"/> Yes</div><div><input checked="" type="radio"/> No</div></div></div><div><div>Update</div></div></div>	<div><div>Share Permissions</div><div><div><input checked="" type="radio"/> Allow Everyone</div><div><input type="radio"/> Allow Selected Users/Groups</div></div><div><div>GuestGroups</div><div><div>Add Guest</div></div><div><table><tr><th>Guest</th><th>View</th><th>Download</th><th>Share</th></tr><tr><td></td><td></td><td></td><td></td></tr></table></div></div></div>	Guest	View	Download	Share				
Guest	View	Download	Share						


What Do You Want to Do?

 Click on a topic to expand it.

In the Manage Share for file window, you can set the following SHARED OPTIONS:

Option	Settings	Description
Share File /Folder	current location of the file	Although you can type in this field and click Update, you cannot change the folder path here. To change the location of the file, right-click and select Move.
Share Name	a randomly-generated name	
Expires	<ul style="list-style-type: none">Never ExpiresExpires	By default, this is set to Never Expires. If set to Expires, identifies a date in the future when this file is no longer shared. When a share expires, the link only becomes unusable to other users. The file is not removed or changed when the sharing link expires.
Restrict Downloads	<ul style="list-style-type: none">No RestrictionsRestricted mode	<ul style="list-style-type: none">No Restrictions - allows any user to download a file an unlimited number of times. This is the default setting.Restricted mode - allows any users to download a file a limited number of times.
Email File Change Notifications	<ul style="list-style-type: none">YESNO	By default, this is set to YES. <ul style="list-style-type: none">If set to YES, then an email notification is sent when a file is opened or downloaded for a public share.
Enable Password Protection	<ul style="list-style-type: none">YESNO	By default, this is set to NO. If set to YES, then a user who wants to access this file must provide a password first. When you share this link through the FileCloud email template, the password information will be given.

To configure how a file is shared:


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*, to set a date when you want to stop sharing the file, select *Expires* and then either select a date using the calendar icon or type in a future date.
5. If you want to restrict the number of times a file can be downloaded, select *Restrict To* and then type in a number greater than 0.
6. To disable sending an email notification when a file is opened or downloaded, in *Email File Change Notifications*, select *No*.
7. To require a user to enter a password before accessing the file, in *Enable Password Protection*, select *YES*. You can either use the randomly generated password or type in one of your own.
8. To save your changes, click *Update*.

In the Manage Share window, you can configure who can access the file in the SHARE PERMISSIONS panel.



For public sharing, select *Allow Everyone*. If you want more security, you can use the SHARE OPTIONS panel to set a password.

To configure public file sharing with everyone:

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 the *Share Permissions* panel, select *Allow Everyone*.
5. To require a user to enter a password before accessing the file, in the *Share Options* panel, in *Enable Password Protection*, select *YES*.
6. You can either use the randomly generated password or type in one of your own.
7. To save your changes, click *Update*.