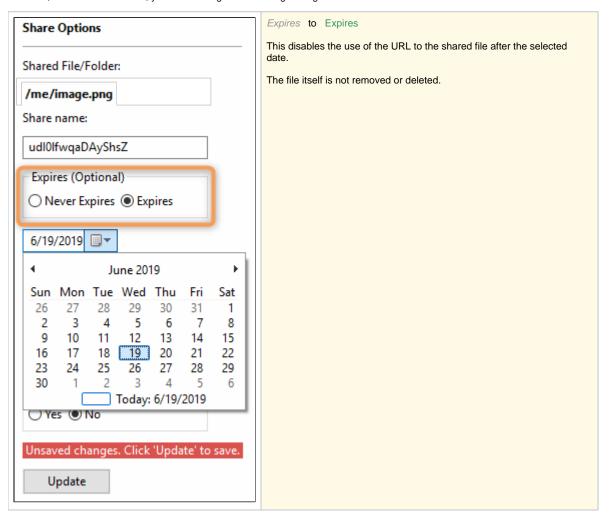
20.1 Sharing Files Publicly with An Expiration Date in Sync

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:



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.