

20.1 Sharing Files and Folders

File and folder sharing allows you to provide public or private access to files stored in FileCloud Server with various levels of access privileges.

While files can easily be shared simply by emailing someone your file, sharing files in FileCloud allows you to:

- Keep track of who you have shared a file with
- Add comments about the file
- Monitor file versions
- Control changes people make to the file or file by setting a combination of permissions to read, view, modify, copy, or delete it
- Have an allocated amount of personal file storage in a common file system

You can share a file in many different ways.

	Requires a FileCloud Account	Set Permissions	Set Options	Share with Everyone	Share with a Specific User
Public	blocked URL Anyone with the link can access	blocked URL View blocked URL Download blocked URL Share	blocked URL Share Name blocked URL Expiration blocked URL Restrict Downloads blocked URL Notifications blocked URL Require Password	blocked URL	blocked URL
Private	blocked URL Invite those without an account to create one	blocked URL View blocked URL Download blocked URL Share	blocked URL Share Name blocked URL Expiration blocked URL Notifications	blocked URL Add Groups to share with multiple us users at once	blocked URL With a FileCloud account

💡 Some permission options may vary depending on whether you share a file or a folder.



In the User Portal, you can click on the root folder, *My Files*, and select *Share*. This is a security threat and should not be allowed.

In FileCloud Server version 19.1 and later:

- In the User Portal, when you click on the root folder, *My Files*, you will no longer have the Sharing option!

In this section:

- [20.1 Share Analytics](#)
- [20.1 Deleting a share](#)
- [20.1 Managing Shares](#)
- [20.1 Viewing Shares](#)
- [20.1 Sharing Folders](#)
- [20.1 Sharing Files](#)