# 20.1 Sharing Files Publicly with An Expiration Date

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.

That means when you share a file, you can leave the default settings in:

## SHARE PERMISSIONS

• Allow Everyone = selected

## SHARE OPTIONS

- Enable Password Protection = NO. This allows a user to access a share without first providing a password to access the file.
- Restrict Downloads = No Restrictions. This allows any user to download a file an unlimited number of times.
- Email File Change Notifications = YES. This sends an email notification when a file is opened or downloaded for a public share.

### However, you must set:

Expires = selected

#### To share a file with everyone and require a password:

- 1. Open a browser and log in to the User Portal.
- 2. In the User Portal, click My Files.
- 3. Select the file you want to share.
- 4. Click the Share button.
- 5. In the Share Link dialog box, click Advanced Options.
- 6. On the Manage Share dialog box, in Share Options, select the radio button for Expires (Optional).
- 7. Use the calendar button to select a date or type in a date for when the share will no longer be available.
- 8. To save your changes, click Update.
- 9. To send an email with the link and the expiration date to a user, click the email button.
- 10. On the Send Share via Email dialog, type in your Name and Email, and the email address you want to send the message to.
- 11. To send the message, click Send Email.

Share Options								
Shared File/Folder								
/me/FileCloud Server Admin								
Share Name								
5rUIaO4mSxcP9GD0								
Expires (Optional) ○ Never Expires    Expires								
⊚ No	Su	Мо	Tu	We	Th	Fr	Sa	
Email I	30	31	1	2	3	4	5	
	6	7	8	9	10	11	12	
Enable	13	14	15	16	17	18	19	
	20	21	22	23	24	25	26	
	27	28	29	30	31	1	2	
Upd	3	4	5	6	7	8	9	