

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

5rUlaO4mSxcP9GD0

Expires (Optional)

☐ Never Expires ☒ Expires



Restrict

☒ No

Email

☒ YES

Enable

☐ YES

Update

← January 2019 →

Su	Mo	Tu	We	Th	Fr	Sa
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	31	1	2
3	4	5	6	7	8	9