20.1 Sharing Files Publicly with Password



The ability to share publicly but still require a password to access the share is available in FileCloud Server version 13.0 and later.



CAPTCHA

Beginning with FileCloud version 19.3, users will be asked to complete a CAPTCHA form after a certain number of failed attempts to access a password-protected file.



You can share a file with any user, even one without a FileCloud account, and then for security you can require a password.

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

SHARE PERMISSIONS

• Allow Everyone = selected

SHARE OPTIONS

- Expires = Never Expires
- 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:

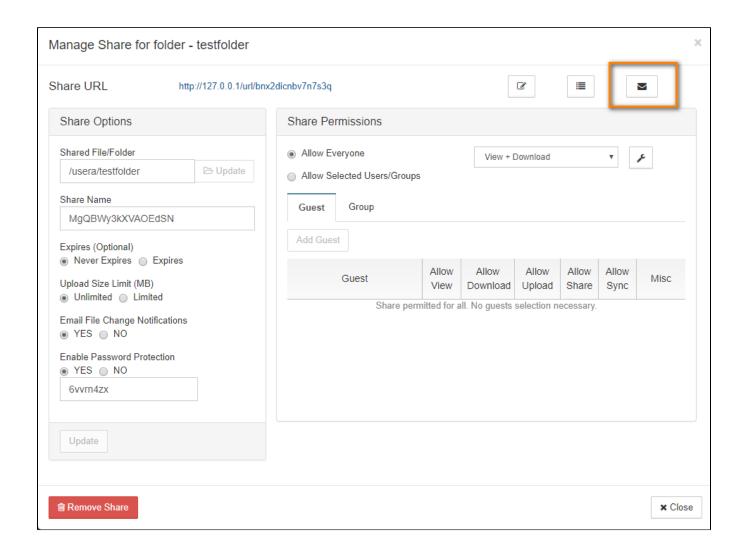
• Enable Password Protection = YES. This requires a user to first provide a password before accessing the file.

FileCloud will create a randomly-generated strong password, or you can set your own.

🥊 When you share this link through the FileCloud email template, the password information will be given.

To share a file with everyone and require a password:

- 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, for Enable Password Protection, select Yes.
- 7. A random password is created and set automatically. To change the password, remove the password and type in your own.
- 8. To save your changes, click *Update*.
- 9. To send an email with the link and password 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.



Anyone you share this information with can access the shared file, but first they are prompted to enter the password.



