

20.1 Private Share Permission Options for Files



Private Sharing means you are only allowing users with a FileCloud account to access your file.

On the Manage Share window, in the SHARE PERMISSIONS panel, when you choose

- Allow Selected Users or Groups

You will be able to lookup users and groups who have a FileCloud account, add them as a Guest, and then send them an email with the link.

Share Permissions

☐ Allow Everyone

☒ Allow Selected Users/Groups

Guest 1

Group

Add Guest

Guest	Allow View	Allow Download	Allow Share
<div>gabrielle_95@example.com</div>	<div></div>	<div></div>	<div></div>

⏪

⏩

Page

1

of 1

⏪

⏩

For each guest that you add, you can assign the permissions as sown in Table 1.

Table 1. Permission options for private shares

Permission	Description
Allow View	Read access will allow users to view, browse or download files, Removing view access will remove the user from the share completely.
Allow Download	This will allow the user to save the file
Allow Share	Share access will allow users to re-share files or folders with other users of their choosing. Sharing access can be provided only if View and Upload access are already provided.