

20.1 Public Share Options for Folders



In the User Portal, you can configure how you share a folder and with which users.

You can configure share options when:

- You first create the Share using *Advanced Options* - this button is available on the window that opens after you right-click a file and then select Share.
- After you create the share using *Manage Share* - this button is available in Shared Files after you select a file that is already being shared.

Both of these options open the Manage Share window. The Manage Share window contains two panels for configuring access.

SHARE OPTIONS panel	SHARE PERMISSIONS panel
<div><div>Share Options</div><div><div>Shared File/Folder</div><div>/me/Sub1</div></div><div><div>Share Name</div><div>xZa4aasFcLAzHIBq</div></div><div><div>Expires (Optional)</div><div><input checked="" type="radio"/> Never Expires <input type="radio"/> Expires</div></div><div><div>Restrict Downloads (Optional)</div><div><input checked="" type="radio"/> No Restrictions <input type="radio"/> Restrict to</div></div><div><div>Email File Change Notifications</div><div><input checked="" type="radio"/> YES <input type="radio"/> NO</div></div><div><div>Enable Password Protection</div><div><input type="radio"/> YES <input checked="" type="radio"/> NO</div></div><div><div>Update</div></div></div>	<div><div>Share Permissions</div><div><div><input checked="" type="radio"/> Allow Everyone</div><div><input type="radio"/> Allow Selected Users/Groups</div></div><div><div>View + Download</div><div>View + Download + Up</div><div>View + Upload</div><div>View Only</div><div>Upload Only</div></div></div>

What Do You Want to Do?

💡 Click on a topic to expand it.

In the Manage Share for file window, you can set the following SHARED OPTIONS:

Option	Settings	Description
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Share File /Folder	current location of the folder	Although you can type in this field and click Update, you cannot change the folder path here. To change the location of the folder, in the User Dashboard, right-click the folder and select Move.
Share Name	a randomly-generated name	
Expires	<ul style="list-style-type: none"> Never Expires Expires 	By default, this is set to Never Expires. If set to Expires, identifies a date in the future when this folder is no longer shared. When a share expires, the link only becomes unusable to other users. The folder is not removed or changed when the sharing link expires.
Restrict Downloads	<ul style="list-style-type: none"> No Restrictions Restricted mode 	<ul style="list-style-type: none"> No Restrictions - allows any user to download the folder contents an unlimited number of times. This is the default setting. Restricted mode - allows any users to download the folder contents a limited number of times.
Email File Change Notifications	<ul style="list-style-type: none"> YES NO 	By default, this is set to YES. <ul style="list-style-type: none"> If set to YES, then an email notification is sent when a file in the folder is opened or downloaded for a public share.
Enable Password Protection	<ul style="list-style-type: none"> YES NO 	By default, this is set to NO. If set to YES, then a user who wants to access this file must provide a password first. When you share this link through the FileCloud email template, the password information will be given.

To configure how a file is shared:

1. Open a browser and log on to the User Portal.
2. On the left navigation panel, click Files.
3. Open the folder you want to share.
4. If the folder is already being shared, in the *Details* pane on the right, in the *Sharing* section, click *Manage*; and then skip to step 8.
5. If the folder is not yet being shared, in the *Details* pane on the right, in the *Sharing* section, click +Share.
6. On the *Confirm* dialog box, click *OK*.
7. On the *Share Link* dialog box, click *Advanced Options*.
8. On the *Manage Share* for folder window, in *Share Options*, to set a date when you want to stop sharing the file, select *Expires* and then either select a date using the calendar icon or type in a future date.
9. If you want to restrict the number of times the folder contents can be downloaded, select *Restrict To* and then type in a number greater than 0.
10. To disable sending an email notification when a file is opened or downloaded, in *Email File Change Notifications*, select *No*.
11. To require a user to enter a password before accessing the file, in *Enable Password Protection*, select *YES*. You can either use the randomly generated password or type in one of your own.
12. To save your changes, click *Update*.

In the Manage Share window, you can configure who can access the file in the SHARE PERMISSIONS panel.



For public sharing, select *Allow Everyone*. You will be required to select one of the following options:

Table 1. Permission options for public folder sharing

Permission	Description
View Only	Read access will allow users to view, or browse files in the folder.
Upload Only	This will allow the user to save a file to the FileCloud folder
View + Upload	Allows users to: <ul style="list-style-type: none"> view files in the folder browse files in the folder save a file to the FileCloud folder
View + Download	Allows users to: <ul style="list-style-type: none"> view files in the folder browse files in the folder save a file in the FileCloud folder to their desktop or client

View + Upload + Download	<p>Allows users to:</p> <ul style="list-style-type: none"> • view files in the folder • browse files in the folder • save a file to the FileCloud folder • save a file in the FileCloud folder to their desktop or client
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 If you want more security, you can use the SHARE OPTIONS panel to set a password.

To configure public file sharing with everyone:

1. Open a browser and log on to the User Portal.
2. On the left navigation panel, click Files.
3. Open the folder you want to share.
4. If the folder is already being shared, in the *Details* pane on the right, in the *Sharing* section, click *Manage*, and then skip to step 8.
5. If the folder is not yet being shared, in the *Details* pane on the right, in the *Sharing* section, click +Share.
6. On the *Confirm* dialog box, click *OK*.
7. On the *Share Link* dialog box, click *Advanced Options*.
8. On the *Manage Share for Folder* window, in the *Share Permissions* panel, select *Allow Everyone*.
9. In the dropdown list of permissions, choose the level of permissions you want to grant.
10. To require a user to enter a password before accessing the folder, in the *Share Options* panel, in *Enable Password Protection*, select *YES*.
11. You can either use the randomly generated password or type in one of your own.
12. To save your changes, click *Update*.



Watch a video about Public Share Options