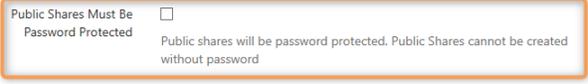# Secure Shares

Instead of just communicating the most secure sharing procedure to your users, administrators can configure special settings to ensure a more secure environment when users are sharing files.

Administrators can require users to create all public shares with a password for an extra layer of security.

- Users will not be able to disable the use of passwords.
- This provides an extra layer of security for public shares.

Public Shares Must Be Password Protected ☐ Public shares will be password protected. Public Shares cannot be created without password	**To require a password for shares:** 1. Open a browser and log in to the *Admin Portal*. 2. From the left navigation pane, under *Settings*, select *Settings*. 3. Select the *Misc.* tab, and then the *Share* sub-tab. 4. Next to *Public Shares Must Be Password Protected*, select the checkbox. 5. Click *Save*.

For security reasons, you may want shares to have a randomly-generated name that is created by default.

- Randomly-generated names are more difficult for attackers to guess
- Randomly-generated names do not expose user names or a description of the data which are commonly used in share names

This is how the randomly-generated name looks in the User Portal when creating a share:
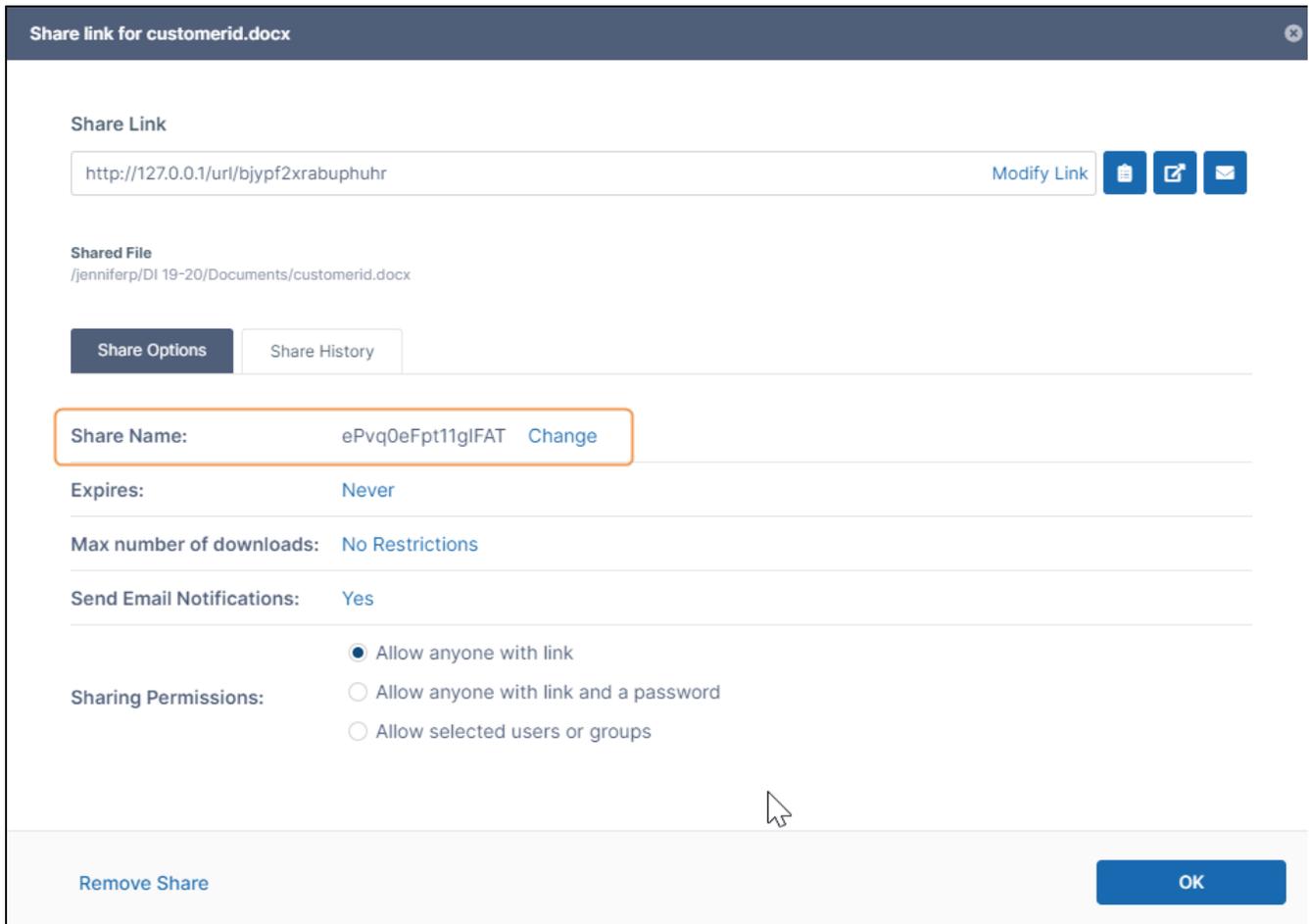
Share link for customerid.docx   ⊗

Share Link

http://127.0.0.1/url/bjypf2xrabuphuhr   Modify Link   📋 ↗ ✉

Shared File
/jenniferp/DI 19-20/Documents/customerid.docx

Share Options	Share History

Share Name: ePvq0eFpt11gIFAT   Change

Expires: Never

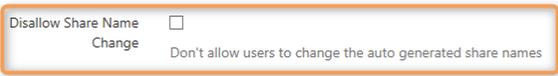**Max number of downloads:**   No Restrictions

Send Email Notifications: Yes

Sharing Permissions:
- ⦿ Allow anyone with link
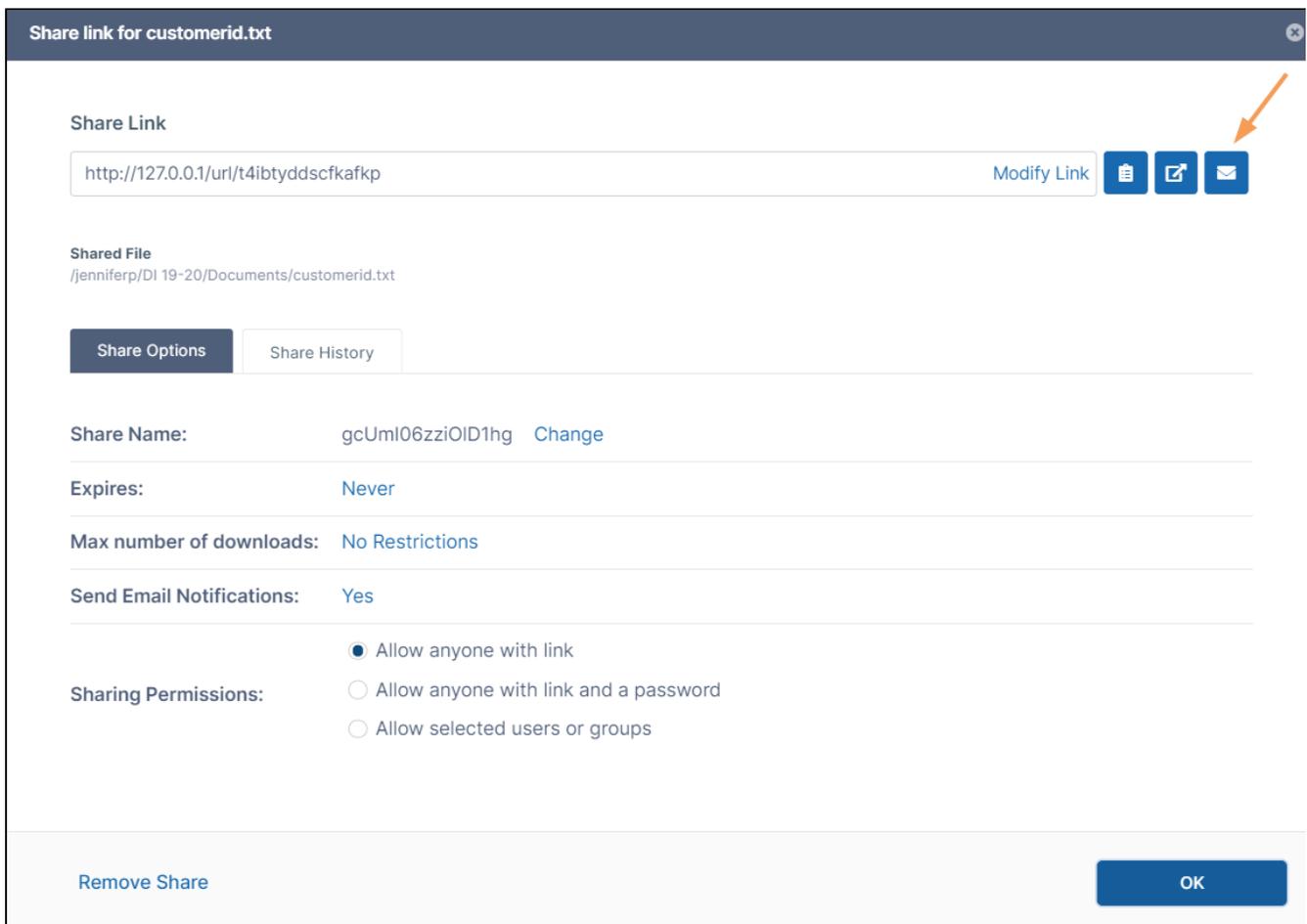- ○ Allow anyone with link and a password
- ○ Allow selected users or groups

Remove Share   **OK**

As an administrator, you can prevent users from changing the auto-generated share names for security purposes.

Disallow Share Name Change ☐ Don't allow users to change the auto generated share names	**To prevent name changes for shares:** 1. Open a browser and log in to the *Admin Portal*. 2. From the left navigation pane, under *Settings*, select *Settings*. 3. Select the *Misc.* tab, and then the *Share* sub-tab. 4. Next to *Disallow Share Name Change*, select the checkbox. 5. Click *Save*.

To protect Share links, you can hide the option in the User Portal to send the share link in email.

This is where the user has the option to share a link to the file or folder in email on the User Portal:

Share link for customerid.txt

Share Link

http://127.0.0.1/url/t4ibtyddscfkafkp   Modify Link

Shared File
/jenniferp/DI 19-20/Documents/customerid.txt

Share Options   Share History

Share Name:	gcUml06zziOlD1hg Change
Expires:	Never
Max number of downloads:	No Restrictions
Send Email Notifications:	Yes
Sharing Permissions:	● Allow anyone with link ○ Allow anyone with link and a password ○ Allow selected users or groups

Remove Share   **OK**

As an administrator, you can disable the display of the email button to discourage users from sending the share link in email for security purposes.

Hide Send Share Link Via Email ☐ Do not show send share link via email option	**To hide the option for sending a link to the share in email:** 1. Open a browser and log in to the *Admin Portal*. 2. From the left navigation pane, under *Settings*, select *Settings*. 3. Select the *Misc.* tab, and then the *Share* sub-tab. 4. Next to *Hide Send Share Link Via Email*, select the checkbox. 5. Click *Save*.

ⓘ

ⓘ The ability to limit searches of user accounts by account type to ALL, FULL, GUEST, or LIMITED is available in FileCloud Server version 19.1 and later.

As an administrator, you can configure FileCloud to limit how users can search for other user accounts.

By default, when user1 shares a file or folder with user2, then user1 can search for user2's account by the user name or email-id.

- The search results list both exact and partial matches.

However, this is not desirable in certain cases and organizations, as the search results reveal user accounts that exist in the FileCloud system.

Therefore, FileCloud Server allows you to restrict user searches using two search modes:

User Account	User Account Type
- Exact Email Search With Explicit Account Invite - Exact Email Search With Implicit Account Invite - Exact Name/Email Search - Partial Name/Email Search	- ALL - FULL - GUEST - LIMITED
➡ How to Enable User Account Search Mode	➡ How to Enable User Account-Type Search Mode
NOTE: You can use both of these search limitations together to create a combination that meets your requirements. For example, you can set the *User Account Search Mode* to Partial Name/Email Search, and then use the *User Account Type* search mode to limit the results to only accounts with FULL access.	

⚠

The ability to change how a name is displayed in Sharing details is available in FileCloud Server version 19.1 and later.

To make it clearer which user has shared a file, you can change how a user name is displayed in Sharing details.

How User Names are Defined in FileCloud

In the Admin Portal, when you create a user, you can set 2 different names.
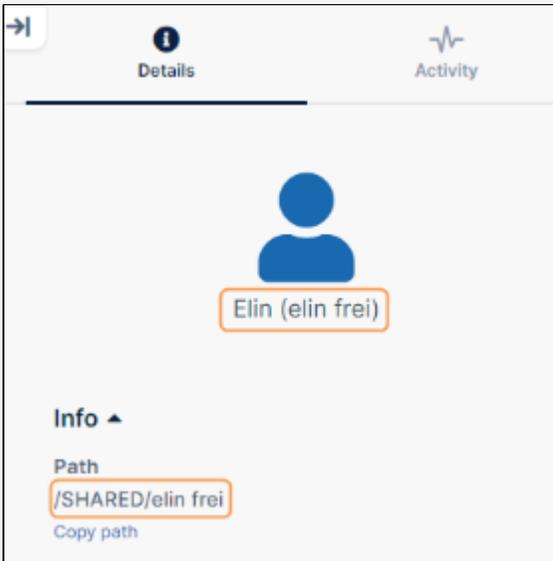
1. User Name

- In the User Portal, by default, FileCloud displays the User Name.
- It may not be clear to users who is sharing the file with them, especially if User Name includes only abbreviations and numbers.
- The User Name cannot be changed after the user has been created.

2. Display Name

- You can have FileCloud use the Display Name as well as the User Name on the Details tab when showing the share information.
- Using the Display Name makes it clearer to users who is sharing the file with them.
- The Display Name can be changed after the user has been created.

Where Your Changes Appear

In the User Portal, the user's name is displayed differently after you change the default display to include the Display Name.

	BEFORE (User Name)	AFTER (Display Name and User Name)
Details Pane		

Shared With Me list		
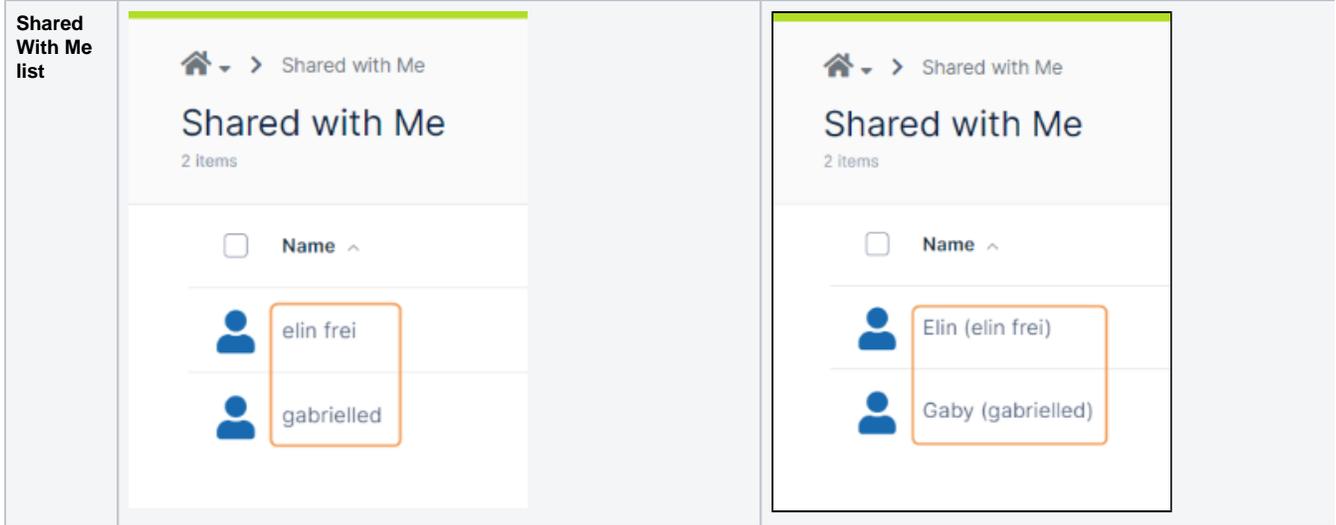
How to Change the Display of a User's Name in Sharing Details

FILECLOUD ON-PREMISES ONLY

Changing the display in sharing details requires you to edit the cloudconfig file and restart the server.

To change the default from User Name to Display Name in sharing details:

1. On the FileCloud Server, open the following file for editing:
   a. For Windows

   ```
   XAMPP DIRECTORY/htdocs/config/cloudconfig.php
   ```

   b. For Linux

   ```
   /var/www/config/cloudconfig.php
   ```

2. Add the following code
   a. To use the Display Name:

   ```
   define("TONIDOCLOUD_USE_DISPLAYNAME_FOR_SHARED", 1);
   ```

3. Save and close the file.
4. Restart the Apache server.