

# Share a Folder Privately



The ability to re-share and also manage subsequent shares that have been created from your original share is available in FileCloud version 18.2

- Sharing privately provides more security when sharing folders and files.
- This is useful when you only have a small number of people you want to share with.
- You are able to look up existing FileCloud users' email addresses, and then send them an email with a link to the share.
- You can send a share link to a user without a FileCloud account and invite the user to create an account to access the share. See [Sharing Files Privately with New Users](#).

When you share a folder privately, users are required to log in with their FileCloud accounts to access the folder and its contents on the User Portal.

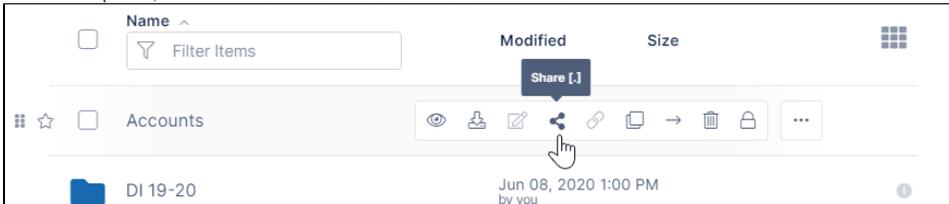
- [To share a folder privately](#)
- [Sending an Email Notification for a Private Share](#)
- [To customize the email content](#)

A private share owner you have the ability to:

- View and manage re-shares; that is, shares created from your shared folder by other users.
- Assign managers to view and manage re-shares.

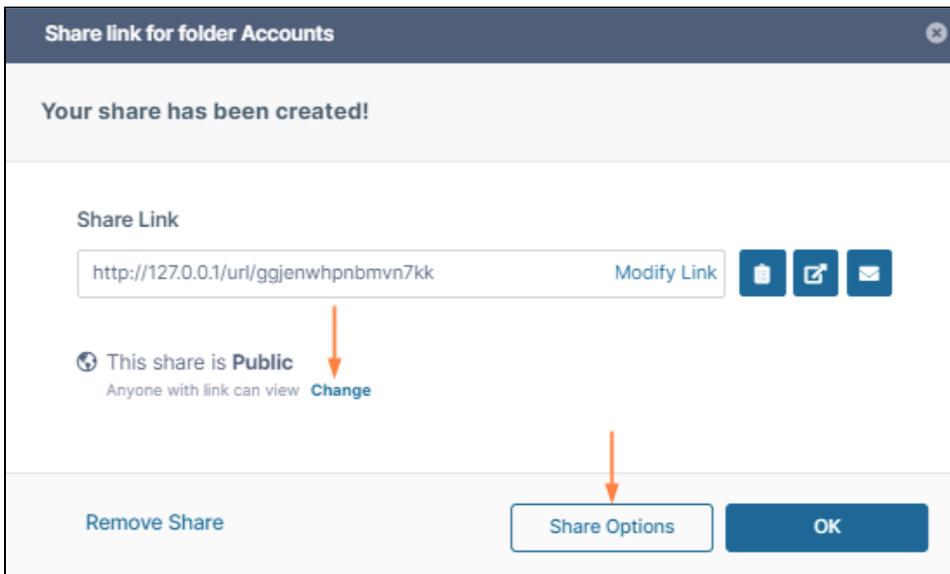
## To share a folder privately

1. In the user portal, hover over the folder and click the **Share** icon.



The **Share link** dialog box opens.  
At this point, the share is public.

2. Click **Change** or **Share Options**.



The **Share link** dialog box expands.

3. Next to **Sharing Permissions**, select the option **Allow Selected Users or Groups**.

Share link for folder Accounts

Share Link:  Modify Link

Shared Folder: /jenniferp/Accounts Select Preview

Share Options | Share History

Share Name: krEqGCIEDjgVMupp Change

Expires: Never Expires

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

A section with **User and Groups** tabs opens below **Sharing Permissions**.

4. Share options for private folder shares are the same as share options for public folder shares, except you cannot include a password for accessing the share. To configure the Share Options, see [Share Options for Public and Private Folders](#).
5. On the **Users** tab, click **Invite Users** to add individual users to the share.

Share link for folder Accounts

Share Link:  Modify Link

Shared Folder: /jenniferp/Accounts

Share Options | Share History

Share Name: Accounts Change

Expires: Never Expires

Upload Size Limit (MB): Unlimited

Send Email Notifications: Yes

Allow anyone with link

Allow anyone with link and a password

Allow selected users or groups

Sharing Permissions:

Users | Groups

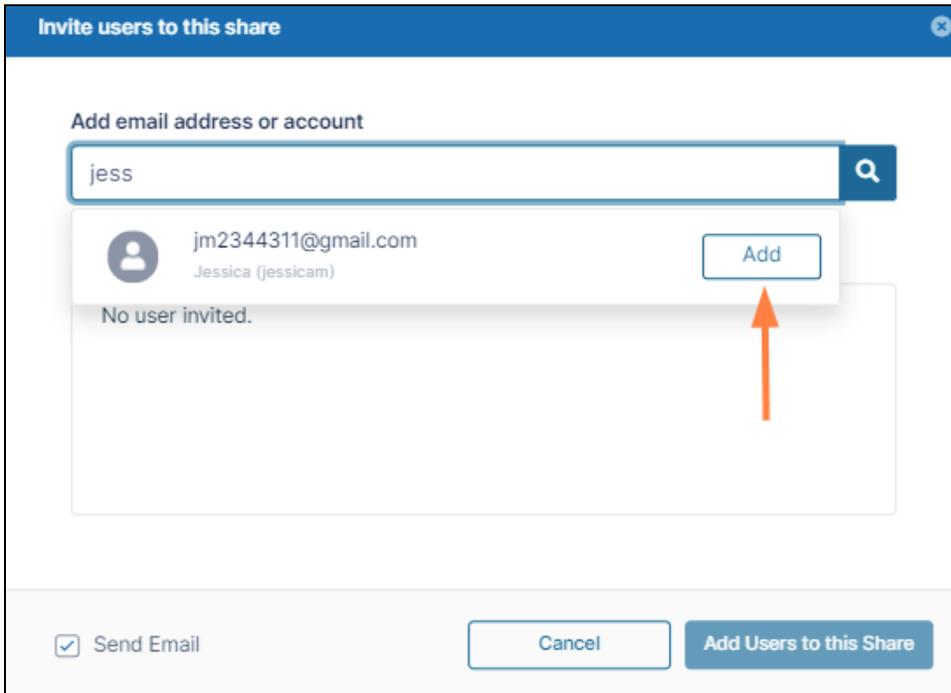
Invite Users

User	View	Download	Upload	Share	Sync	Delete	Manage
No entries							

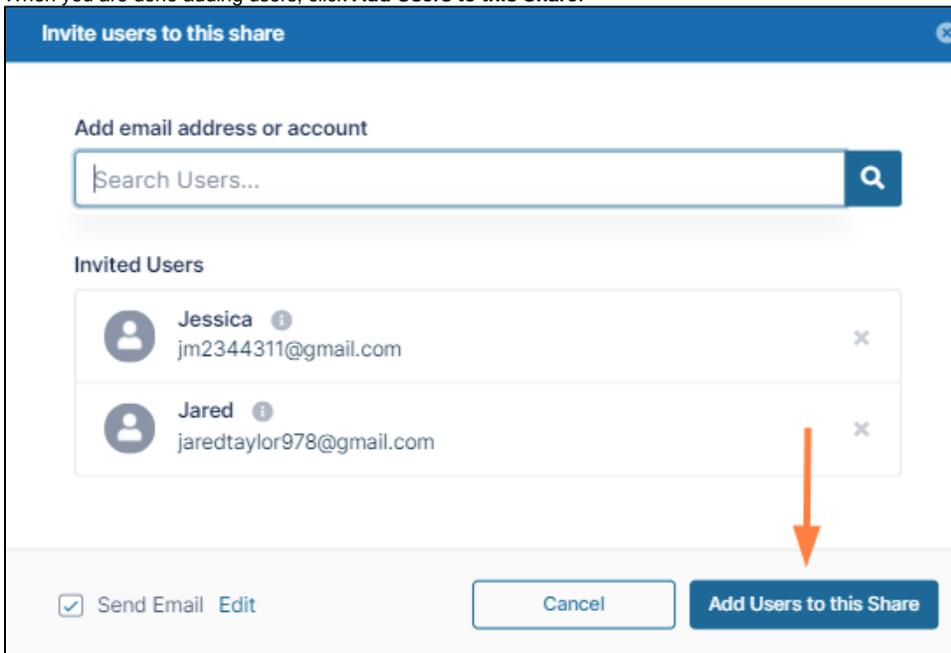
Remove Share OK

An **Invite Users to this Share** dialog box opens.

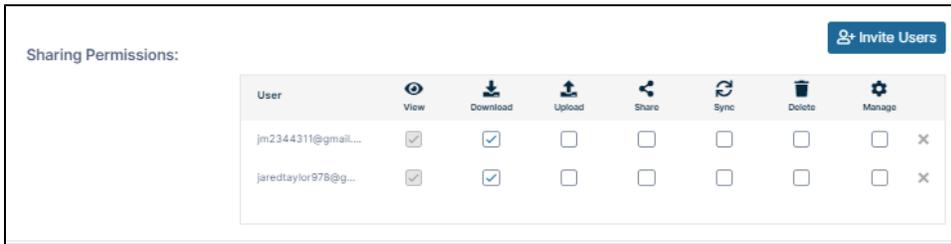
6. In **Add email address or account**, begin to enter the user name or email address of a user with a FileCloud account. Any matching users appear.



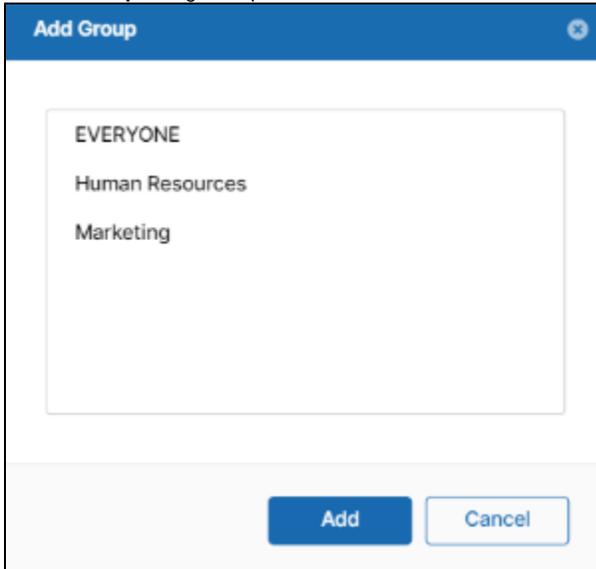
7. Click **Add** to add the user to the **Invited Users** dialog box.
8. Add any number of users to the share.  
You may also add users who do not have existing FileCloud accounts. See [Share a Folder Privately with New Users](#) for help.
9. **Send Email** is checked by default. To edit the email you are sending, or to not send email, see [Sending an Email Notification for a Private Share](#), below.
10. When you are done adding users, click **Add Users to this Share**.



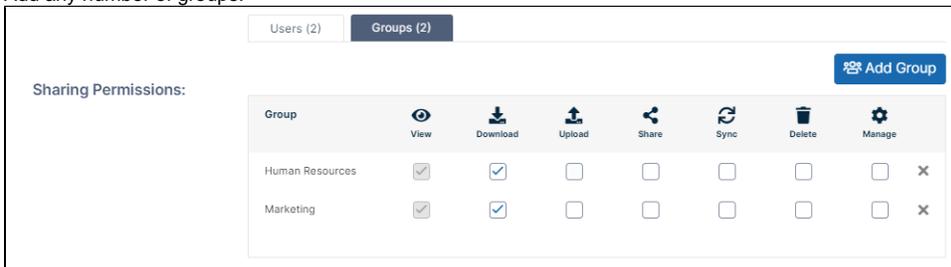
11. The Invite users to this share dialog box closes, and the users appear under **Sharing Permissions**.  
Check and uncheck the sharing permissions buttons for each user to change the actions they can perform on the share. By default, only **View** and **Download** permissions are enabled on private folder shares. You cannot remove **View** permission because that would remove the user from the share; however, if you want to remove the user from share, click **x** at the end of the row. For information about each of the share permissions, see [Private Share Permissions for Folders](#).



- Click the **Groups** tab and then click **Add Groups** to add FileCloud groups to the share. An **Add Group** dialog box opens.



- Select a group and click **Add**.
- Add any number of groups.



- Modify the actions each group can perform on shares.
- Click **OK** to save your changes to the private share.

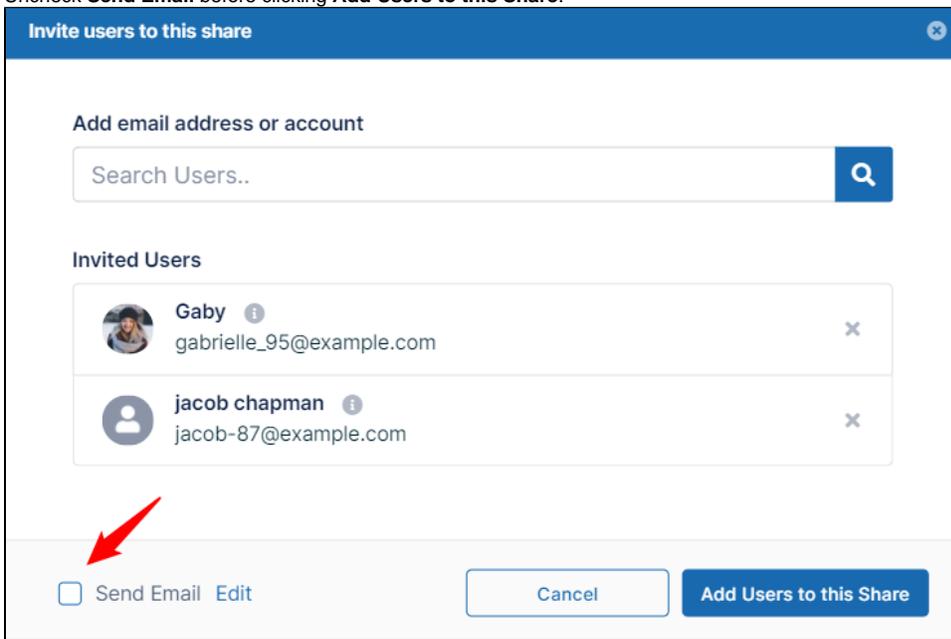
## Sending an Email Notification for a Private Share

By default, when you are adding a user to a private share, the **Send Email** box in the Invite users to this share dialog box is checked (see Step 9 in the procedure above).

If you leave the box checked, an email with the share link is sent to users added to the share.

**To not send the email to share members:**

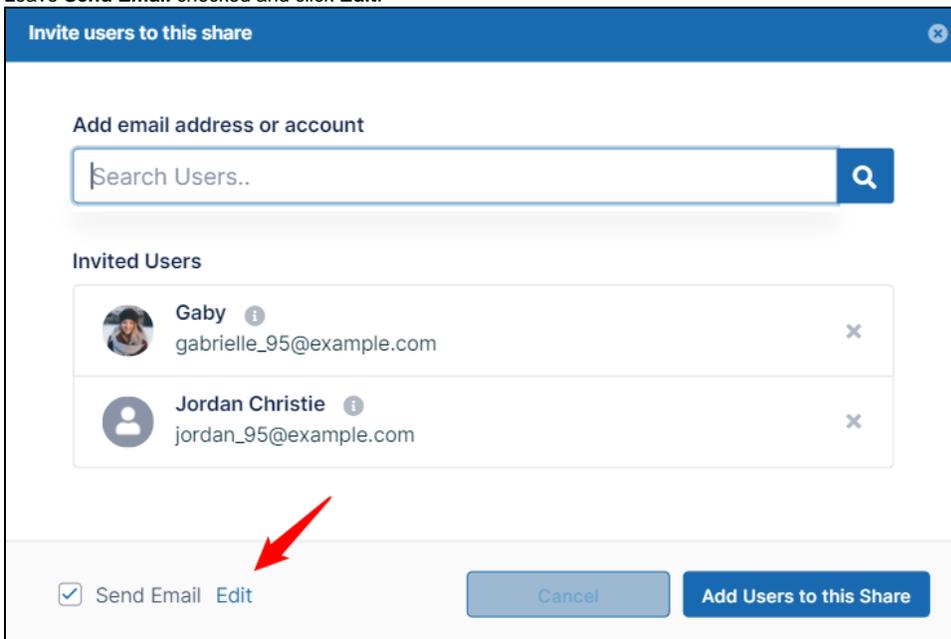
1. Uncheck **Send Email** before clicking **Add Users to this Share**.



The screenshot shows a dialog box titled "Invite users to this share" with a close button in the top right corner. Below the title is a section "Add email address or account" containing a search input field with the placeholder text "Search Users.." and a magnifying glass icon. Underneath is a section "Invited Users" containing two entries: "Gaby" with email "gabrielle\_95@example.com" and "jacob chapman" with email "jacob-87@example.com". At the bottom left, there is a checkbox labeled "Send Email" which is currently unchecked, followed by an "Edit" link. To the right are "Cancel" and "Add Users to this Share" buttons. A red arrow points to the "Send Email" checkbox.

## To customize the email content

1. Leave **Send Email** checked and click **Edit**.



The screenshot shows the same "Invite users to this share" dialog box. In this version, the "Send Email" checkbox at the bottom left is checked. The "Invited Users" list now includes "Jordan Christie" with email "jordan\_95@example.com" instead of "jacob chapman". A red arrow points to the "Edit" link next to the "Send Email" checkbox.

An email form with the subject and text message of the email opens.

Customize Email

← Back

**Subject**

Emma has shared files with you

**Message**

Emma has shared files with you

Advanced Cancel OK

2. If you want to change the subject or text of the message, change it here, and click **OK**.

3. If you want to add additional recipients, change the format of the email, or remove the link, click **Advanced**. An email form with additional customization options opens.

**Customize Email**

← Back

**Existing Users**

To

Enter comma separated emails

gabrielle\_95@example.com jordan\_95@example.com

Subject

Emma has shared files with you

Message

**B I U** **H**

**FILECLOUD**

**Emma has shared files with you.**

Accounts has been shared with you.

To access it, click:

Basic

4. Make any changes, and click **OK**.

**Also see:**

- [Private Share Permissions for Folders](#)
- [Share a Folder Privately with New Users](#)
- [Allow Share Members to Manage Re-Shares](#)