

Specify Sharing Expiration

Administrators can configure 3 main expiration features of a shared file or folder.

Feature	Options	Description
Date	<ul style="list-style-type: none">No expiration (0)Expire in a number of days	Allow sharing to happen for a temporary time, or allow shares to exist as long as the file or folder exists
Actions	<ul style="list-style-type: none">Have FileCloud remove the URL links to shares automaticallyRemove shared files automatically	Specify what happens when a shared file or folder is no longer accessible from the Share link <ul style="list-style-type: none">Expired URL links will be removed automatically on the next Cron run (In this case the files will not be affected.)If you choose to remove files, they will be moved to the Recycle Bin on the next Cron run
Notifications	<ul style="list-style-type: none">Alert users with access to a share that it will expire soonSpecify the number of days before the share expires that you want to send the email notification	You can have FileCloud send email to everyone who has access to the shared file or folder

Set Expiration Period

Administrators can allow users to share files and folders for as long as they exist, or you can set a suggested number of days that a share remains active by default.

- Using a value of 0 means that unless changed by a user, shares do not expire.
- This setting can be changed by the user unless *Disallow Default Share Settings Change* is set.

Default share expiration days can be set:

- Globally, in share settings
- For specific Users in a policy. This overrides the global share settings for those users.

To set the Share Expiry default globally:

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.

The screenshot shows the 'Manage Settings' interface. At the top, there is a gear icon and the title 'Manage Settings'. Below this is a navigation bar with tabs: Server, Storage, Authentication, Admin, Database, Email, Endpoint Backup, and Li. Underneath, there is a sub-navigation bar with tabs: General, User, Password, Notifications, Share (highlighted), Preview, Support Services, DUO Security, and Privacy. The main content area is titled 'Sharing Settings'. It contains two settings: 'Default Share Type' with a dropdown menu set to 'Public Share' and a description 'Set the default share type when share is created. (Applicable only when Global Share Mode is set to Allow All Shares)'. Below that is 'Default Share Expiry in Days' with a text input field containing '0' and a description 'Number of days shares remain active. Value 0 implies the shares do not expire.' This second setting is highlighted with an orange border.

4. Under *Sharing Settings*, in *Default Share Expiry in Days*, type in the number of days you want to use.
5. Click *Save*.

To set the Share Expiry default in a policy:

1. Open a browser and log in to the Admin Portal.
2. From the left navigation pane, click **Settings**, and then click the **Policies** tab.
3. Across from the policy that you want to edit, click the edit icon.
4. In the **General** tab, scroll down and change the value of the **Default Share Expiry in Days** setting.

Policy Settings - Global Default Policy

Note: Some policy settings will not be applicable for Guest and Limited users.

Select the default UI version to show on the web browser.

Allow User to Change Web UI Version: YES

Allow Users to change web UI version selected above.

Share mode: Allow All Shares

Set Share Mode

Default Share Expiry in Days: 0

Number of days shares remain active. Value 0 implies the shares do not expire.

Default Max Number of Downloads Allowed: 0

Save Reset Close

5. Click **Save**.
The value is only changed for users who are using this policy.

Set Expiration Actions

Administrators can specify that when a shared file or folder is no longer accessible, the share links are removed.

- Expired URL links will be removed automatically on the next Cron run
- The shared files will not be affected

To automatically have expired share links removed:

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. Under *Sharing Settings*, in *Removed Expired Shares*, select the checkbox.

Remove Expired Shares

Remove Expired User Shares Automatically

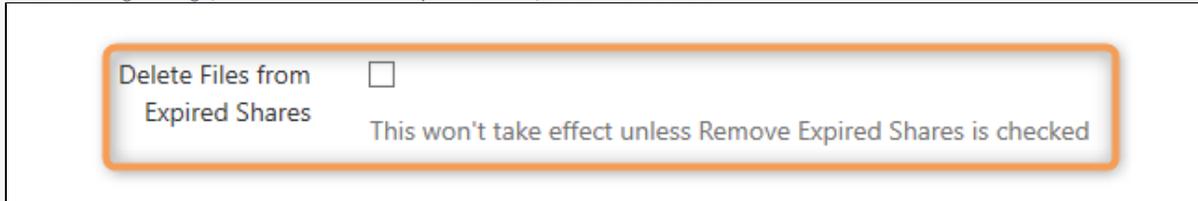
5. Click *Save*.

Administrators can specify that when a shared file or folder is no longer accessible, the shared files are moved to the Recycle Bin automatically.

- Files in an expired share will be removed automatically on the next Cron run

To automatically have files in expired shares removed:

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. Under *Sharing Settings*, in *Delete Files from Expired Shares*, select the checkbox.



Delete Files from Expired Shares

This won't take effect unless Remove Expired Shares is checked

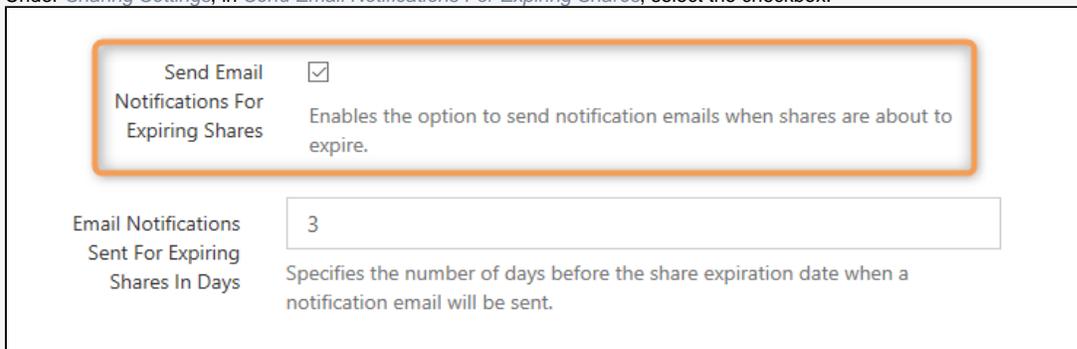
5. Click *Save*.

Send Expiration Notifications

You can have FileCloud send email to everyone who has access to the shared file or folder that it will expire soon.

To send an email alert that a share will soon expire:

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. Under *Sharing Settings*, in *Send Email Notifications For Expiring Shares*, select the checkbox.



Send Email Notifications For Expiring Shares

Enables the option to send notification emails when shares are about to expire.

Email Notifications Sent For Expiring Shares In Days

Specifies the number of days before the share expiration date when a notification email will be sent.

5. Click *Save*.

Administrators can specify how many days before the share expires that you want to send an email notification

- This option can only be set if you selected the option to *Send Email Notifications for Expiring Shares* first.

To send an email alert that a share will soon expire:

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. Under *Sharing Settings*, in *Email Notifications Sent For Expiring Shares in Days*, type the number of days you want to use.

Send Email Notifications For Expiring Shares Enables the option to send notification emails when shares are about to expire.

Email Notifications Sent For Expiring Shares In Days Specifies the number of days before the share expiration date when a notification email will be sent.

5. Click *Save*.