x20.1 Sharing Files in Sync

File sharing allows you to provide public or private access to files stored in FileCloud Server and saved in your Sync folders with various levels of access privileges.

While files can easily be shared simply by emailing someone your file, sharing files using Sync allows you to:

- Keep track of who you have shared a file with
- Add comments about the file
- Monitor file versions
- Control changes people make to the file or file by setting a combination of permissions to read, view, modify, copy, or delete it
- File sharing can also mean having an allocated amount of personal file storage in a common file system

You can share a file in many different ways.

	Requires a FileCloud Account	Set Permissions	Set Options	Share with Everyone	Share with a Specific User
Public	❌ Anyone with the link can access	✅ View ✅ Download ✅ Share	✅ Share Name ✅ Expiration ✅ Restrict Downloads ✅ Notifications ✅ Require Password	✅	✅
Private	✅ Invite those without an account to create one	✅ View ✅ Download ✅ Share	✅ Share Name ✅ Expiration ✅ Notifications	❌ Add Groups to share with multiple us users at once	✅ With a FileCloud account

To create a share or manage it, you will always select the *Share* option from the right-click menu.

💡 Even if the file is already being shared, to access the *Manage Share* window you must select the *Share* option again.

The Manage Share window contains buttons to perform the following actions:

1. Copy URL to Clipboard
2. Open URL
3. Customize Share Link
4. List Activities on Share
5. Send Link via Email

The Manage Share window also contains two panels for configuring access.

What do you want to do?

Share Files Publicly *No FileCloud account required.*

Share Files Privately *FileCloud account required.*

Set Restrictions on Downloads