

20.1 Sync Sharing Files Publicly with Everyone



You can share a file with everyone without restrictions.

That means when you share a file, you can leave the default settings as:

SHARE OPTIONS

OPTION	Set To	Notes
<i>Expires</i>	Never Expires	This allows any user to download a file an unlimited number of times
<i>Restrict Downloads</i>	No Restrictions	This allows you to specify the number of times this file can be downloaded
Email File Change Notifications	YES	This sends an email notification when a file is opened or downloaded for a public share
<i>Enable Password Protection</i>	NO	This allows a user to access a file without first providing a password

SHARE PERMISSIONS

OPTION	Set To	Notes
<i>Allow Everyone</i>	selected	Anyone with the link can access

To share a file with everyone without restrictions:

1. In the system tray, right-click the FileCloud Sync icon () and select *File Browser*.
2. In the *File Browser* window, right-click the file and then select *Share*.
3. On the Share link pop-up window, click *Advanced Options*.
4. On the *Manage Share for file* window, in *Share Options*, leave the default of *Never Expires*.
5. In *Restrict Downloads*, leave the default of *No Restrictions* or select *Restrict to* and set a restriction.
6. In *Email File Change Notifications*, leave the default of *YES* or to turn them off select *NO*.
7. In *Enable Password Protection*, leave the default of *NO*. If you want, you can enable this and set a password.
8. On the *Manage Share for file* window, in *Share Permissions*, leave the default of *Allow Everyone*.
9. To save your changes, click *Update*.