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
Expires	Never Expires	This allows any user to download a file an unlimited number of times
Restrict Downloads	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
Enable Password Protection	NO	This allows a user to access a file without first providing a password

SHARE PERMISSIONS

OPTION	Set To	Notes
Allow Everyone	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*.