20.1 Sync Sharing Files Publicly with Password



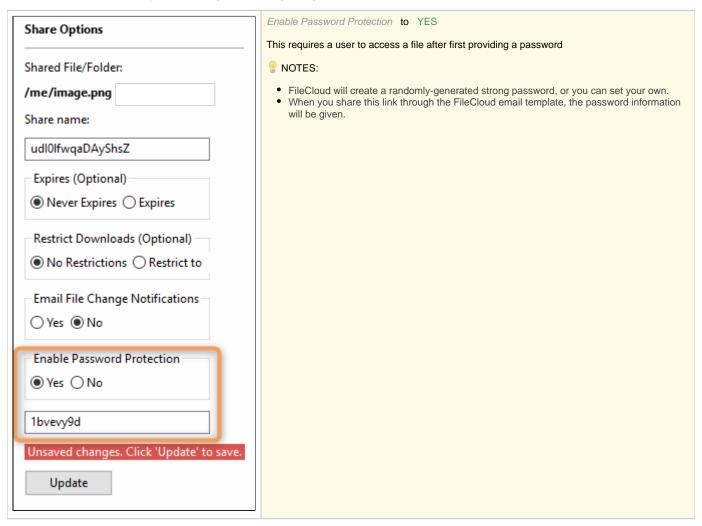
You can share a file with any user, even one without a FileCloud account, by giving them the link. For additional security you can require a password.



🂡 This option is not available for sharing a file privately with a user who already has a FileCloud account.

To require a password when you share a file, you can leave most of the default settings as-is.

However, in SHARE OPTIONS, you must change the following setting:



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 and the select *Share*.
- 3. On the Share link pop-up window, click Advanced Options.
- On the Manage Share for file window, in Share Options, leave the default of Never Expires.
 In Restrict Downloads, leave the default of No Restrictions or select Restrict to and set a restriction.
 In Email File Change Notifications, leave the default of YES or to turn them off select NO.
 In Enable Password Protection, select YES.

- 8. A randomly-generated password is shown. You can use this or change it to another secure password.
- 9. On the Manage Share for file window, in Share Permissions, leave the default of Allow Everyone.
- 10. To save your changes, click *Update*.