

20.1 Sharing Files



File sharing allows you to provide public or private access to files stored in FileCloud Server or a network space with various levels of access privileges.

While files can easily be shared simply by emailing someone your file, sharing files in FileCloud Server 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.

Publicly

- Does not require the user you want to share with to have a FileCloud account.
- Share a file with everyone with or without restrictions.
- Share a file with everyone and require a password.

Privately

- Does require the user you want to share with to have a FileCloud account.
- You can invite someone to create a FileCloud account so you can share with them.
- Share a file with all FileCloud users with or without restrictions.
- Share a file with specific FileCloud users with or without restrictions.

What do you want to do?



[Share Files Publicly](#) *No FileCloud account required.*



[Share Files Privately](#) *FileCloud account required.*



Configure other sharing options



[Set Restrictions on Downloads](#)



[Set an Upload Size Limit](#)