

20.1 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

- *Expires* = **Never Expires**
- *Restrict Downloads* = **No Restrictions**. This allows any user to download a file an unlimited number of times.
- *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

- *Allow Everyone* = **selected**

To share a file with everyone without restrictions:

1. Open a browser and log in to the *User Portal*.
2. In the *User Portal*, click *My Files*.
3. Select the file you want to share.
4. Click the *Share* button.
5. On the *Share Link for File*, copy the URL and then click *Close*.