

20.1 Sharing Files Publicly with Password



The ability to share publicly but still require a password to access the share is available in FileCloud Server version 13.0 and later.



CAPTCHA

Beginning with FileCloud version 19.3, users will be asked to complete a CAPTCHA form after a certain number of failed attempts to access a password-protected file.



You can share a file with any user, even one without a FileCloud account, and then for security you can require a password.

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

SHARE PERMISSIONS

- *Allow Everyone* = **selected**

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.

However, you must set:

- *Enable Password Protection* = **YES**. This requires a user to first provide a password before accessing the file.

FileCloud will create a randomly-generated strong password, or you can set your own.



When you share this link through the FileCloud email template, the password information will be given.

To share a file with everyone and require a password:

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. In the *Share Link* dialog box, click *Advanced Options*.
6. On the *Manage Share* dialog box, in *Share Options*, for *Enable Password Protection*, select *Yes*.
7. A random password is created and set automatically. To change the password, remove the password and type in your own.
8. To save your changes, click *Update*.
9. To send an email with the link and password to a user, click the email button.
10. On the *Send Share via Email* dialog, type in your *Name* and *Email*, and the email address you want to send the message to.
11. To send the message, click *Send Email*.

Manage Share for folder - testfolder

Share URL

http://127.0.0.1/url/bnx2dicnbv7n7s3q

Share Options

Shared File/Folder

/usera/testfolder

Update

Share Name

MgQBWy3kXVAOEdSN

Expires (Optional)

☒ Never Expires ☐ Expires

Upload Size Limit (MB)

☒ Unlimited ☐ Limited

Email File Change Notifications

☒ YES ☐ NO

Enable Password Protection

☒ YES ☐ NO

6vvrn4zx

Update

Share Permissions

☒ Allow Everyone

View + Download

☐ Allow Selected Users/Groups

Guest

Group

Add Guest

Guest	Allow View	Allow Download	Allow Upload	Allow Share	Allow Sync	Misc
Share permitted for all. No guests selection necessary.						

Remove Share

Close

Anyone you share this information with can access the shared file, but first they are prompted to enter the password.



Access password-protected share:

Login

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