

## 20.1 Sharing Video Files



On the User Portal, you can upload, share, and play video files.



### Note

Video playback capability is available only for MP4 files.

If you choose to share a video file, you can set restrictions in the following ways: (click on an option to expand it)

In the Manage Share for file window, you can set the following options:

| Option                          | Settings  | Description  |
|---------------------------------|---|--|
| Share File /Folder              | current location of the file  | Although you can type in this field and click Update, you cannot change the folder path here.<br>To change the location of the file, right-click and select Move.  |
| Share Name                      | a randomly-generated name   |  |
| Expires                         | <ul style="list-style-type: none"><li>Never Expires</li><li>Expires</li></ul>           | By default, this is set to Never Expires.<br><br>If set to Expires, identifies a date in the future when this file is no longer shared. When a share expires, the link only becomes unusable to other users. The file is not removed or changed when the sharing link expires. |
| Restrict Downloads              | <ul style="list-style-type: none"><li>No Restrictions</li><li>Restricted mode</li></ul> | <ul style="list-style-type: none"><li>No Restrictions - allows any user to download a file an unlimited number of times. This is the default setting.</li><li>Restricted mode - allows any users to download a file a limited number of times.</li></ul>                       |
| Email File Change Notifications | <ul style="list-style-type: none"><li>YES</li><li>NO</li></ul>                          | By default, this is set to YES.<br><ul style="list-style-type: none"><li>If set to YES, then an email notification is sent when a file is opened or downloaded for a public share.</li></ul>   |
| Enable Password Protection      | <ul style="list-style-type: none"><li>YES</li><li>NO</li></ul>                          | By default, this is set to NO.<br><br>If set to YES, then a user who wants to access this file must provide a password first.<br><br>When you share this link through the FileCloud email template, the password information will be given.                                    |

To configure how a file is shared for everyone to access:

1. Open a browser.
2. Log on to the User Portal.
3. If the file is not yet being shared, click *My Files*, select the file, then click *Share*.
4. If the file is already being shared, click *Shared Files*, select the file, then click *Manage Share*.
5. On the *Manage Share for file* window, in *Share Permissions*, make sure *Allow Everyone* is selected.
6. On the *Manage Share for file* window, in *Share Options*, to set a date when you want to stop sharing the file, select *Expires* and then either select a date using the calendar icon or type in a future date.
7. If you want to restrict the number of times a file can be downloaded, select *Restrict To* and then type in a number between 0 and .
8. To disable sending an email notification when a file is opened or downloaded, in *Email File Change Notifications*, select *No*.
9. To require a user to enter a password before accessing the file, in *Enable Password Protection*, select *YES*. You can either use the randomly generated password or type in one of your own.
10. To save your changes, click *Update*.

For public sharing, by default, everyone who can access the FileCloud site can access the video file.

When you choose to allow selected users and groups, you must complete the following steps:

1. Add the user as a Guest.

2. Configure the access permissions for that specific user as described in Table 2.

Table 2. Guest permissions

| Permission              | Effect  |
|-------------------------|---|
| View + Download         | Users can browse existing files and download files.   |
| View + Download + Share | Users can browse existing files, download files and share files with other users.               |
| View + Share            | Users can browse existing files, preview files (not download) and share files with other users. |
| View Only               | Users can only browse existing files, and preview files (not download).                         |
| Share Only              | Users cannot browse existing files, but only share files with other users.                      |

To configure who can access the video file:

1. Open a browser.
2. Log on to the User Portal.
3. If the file is not yet being shared, click *My Files*, select the file, then click *Share*.
4. If the file is already being shared, click *Shared Files*, select the file, then click *Manage Share*.
5. On the *Manage Share for file* window, in *Share Permissions*, select *Allow Selected Users/Groups*.
6. To add a user, select the Guest tab, and then click Add Guest.
7. To add a group, click the Group tab, and then click Add Group.
8. On the Search Users window that opens, in the search box type in the account name or email address of the user you want to grant access.
9. On the Email Notification window that opens, review the email, make any necessary changes, and then click Send.
10. On the *Manage Share for file* window, in *Share Permissions*, select which permissions you want to grant: *Allow View*, *Allow Download*, *Allow Share*.
11. To save your changes, click *Update*.