

# 20.1 Edit Share Permissions



When you create a share, you can use custom permissions.

A file or folder can be shared with:

- Anyone with access to the link (Public Share). *No FileCloud account required.*
- Anyone with access to the link (Public Share) and a password. *No FileCloud account required.*
- Another user in FileCloud (Private share). *FileCloud account required.* The shared files will show up in the "Shared with Me" folder.

In addition, it is possible to control the access to the shared resource with read, write, or share permissions.

💡 Some permission options may vary depending on whether you share a file or a folder.

To edit permissions for an existing FileCloud share:

1. Open a browser and log in to the [User Portal](#).
2. In the *User Portal*, click *My Files*.
3. Select the shared file you want to update, and then click *Manage Share*.
4. On the *Manage Share* dialog box, you can edit settings for shared files and folders.

💡 As of 19.2, **admins can change the ownership of shares**. This can be done through the *Manage Share* dialog box.

Manage Share for file - sample cee file.txt

Share URL

http://127.0.0.1/url/bcvc2qahzgg2vcvj

Share Options

Shared File/Folder

/soumya2/sample cee file.txt

Share Name

z2LsjsA0TuVodSfy

Expires (Optional)

Never Expires

Expires

Restrict Downloads (Optional)

No Restrictions

Restrict to

Email File Change Notifications

YES

NO

Enable Password Protection

YES

NO

Update

Share Permissions

Allow Everyone

Allow Selected Users/Groups

Guest

Group

Add Guest

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

To learn more about your options, use the following links:

File Options

➔

Publicly sharing a file

➔

Privately sharing a file



Folder Options



Publicly sharing a folder



Privately sharing a folder