

20.1 Email a Share Link



You can send an email to anyone with a copy of the link included so that the recipient can access your file or folder.

? Unknown Attachment

A FileCloud account will be created for the email address of the recipient. Typically, the FileCloud username will be an alias of the email (username "john" for email "john@example.com"). However, if the alias already exists in FileCloud, then the username will receive an incremented number depending on how common it is (username "john_1" for email "john@ab.com").

What happens after the email is sent and the recipient clicks the link depends on how you have shared your file or folder.

Share	Share Type	Share Password Set	FileCloud User	What the Recipient Sees	For More Information
File	Public			 <i>Click on the link above to access your files.</i> <ol style="list-style-type: none">1. On the Login screen, the user must create a new account.2. The recipient must return to their email Inbox.3. The recipient must verify their FileCloud account.4. The recipient clicks on the link to the share in the email you sent.5. The recipient is shown a page with:<ul style="list-style-type: none">• A preview of the file in a PDF format• A button to download the file• A button to print the file	
File	Public			 <i>Password: ctyvhl84</i> <i>Click on the link above to access your files.</i> <ol style="list-style-type: none">1. On the Login screen, the user must create a new account.2. The recipient must return to their email Inbox.3. The recipient must verify their FileCloud account.4. The recipient clicks on the link to the share in the email you sent.5. The recipient must type in the password for the file they received with the share invite.6. The recipient is shown a page with:<ul style="list-style-type: none">• A preview of the file in a PDF format• A button to download the file• A button to print the file	
File	Public				
File	Public				
File	Private				
File	Private				




Remember that you cannot set the Enable Password field on a private share.

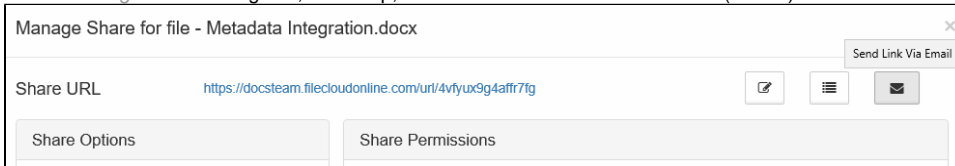
- Password protection is provided through the user's FileCloud account.
- You cannot set another password on a privately shared file or folder.

To send an email with a link to your shared file or folder:

1. Open a browser and log in to the [User Portal](#).
2. In the *User Portal*, click *My Files*.

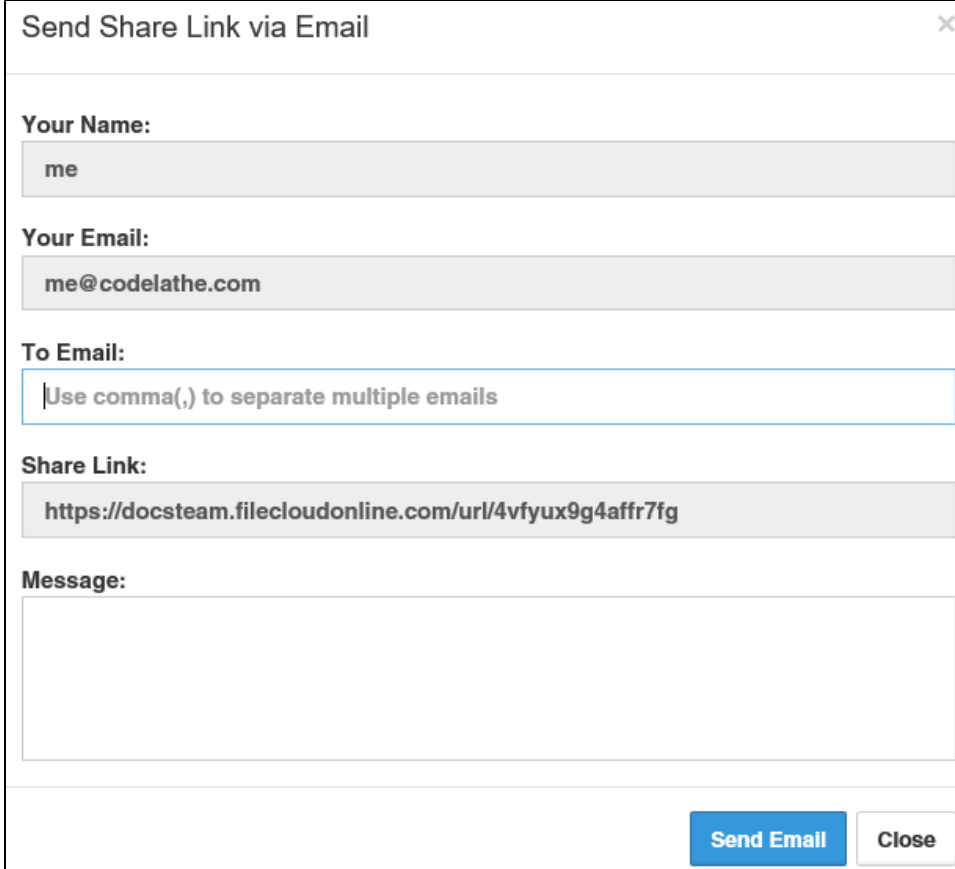
3. Select the shared file you want to update, and then click **Manage Share**.

4. On the *Manage Share* dialog box, at the top, click the **Send Link via Email** button (.



The image shows a 'Manage Share' dialog box for a file named 'Metadata Integration.docx'. At the top right is a 'Send Link Via Email' button with an envelope icon. Below the title bar, the 'Share URL' is displayed as 'https://docsteam.filecloudonline.com/url/4vfyux9g4affr7fg'. There are three icons to the right of the URL: a document with a pencil, a list, and an envelope. At the bottom, there are two tabs: 'Share Options' and 'Share Permissions'.

5. On the *Send Link via Email* window, in *To Email*, type in the email address of the person you want to share your file or folder with.



The image shows a 'Send Share Link via Email' dialog box. It has a title bar with a close button. The form contains the following fields: 'Your Name:' with the value 'me'; 'Your Email:' with the value 'me@codelathe.com'; 'To Email:' with a placeholder text 'Use comma(,) to separate multiple emails'; 'Share Link:' with the value 'https://docsteam.filecloudonline.com/url/4vfyux9g4affr7fg'; and a large 'Message:' text area. At the bottom right, there are two buttons: 'Send Email' (blue) and 'Close' (white).

6. Type in a message - it cannot be left blank.

7. Edit any other fields as necessary.

8. Click *Send Email*.