

# 20.1 Share a Folder with Existing Users



You can share a folder only with users who already have an existing FileCloud account.

Share Permissions

☐ Allow Everyone

☒ Allow Selected Users/Groups

Guest

Group

Add Guest

Guest	Allow View	Allow Download	Allow Upload	Allow Share	Allow Sync	Misc
No guests selected. Click 'Add Guest' to select guest(s).						



As a private share owner, you now have the ability to:

- View and manage re-shares; that is shares created from your shared folder by other users.
- Assign managers to view and manage re-shares; that is shares created from your shared folder by other users.

When you share the folder and its contents, 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.


However, in the Share Permissions panel, you must make the following changes:



For private sharing, select *Allow Selected Users/Groups*. You will be required to find the user or group FileCloud account and select one of the following options:

Table 1. Permission options for private folder sharing

Permission	Description
Allow View	Read access will allow users to view, or browse files in the folder.  Removing view access will remove the user from the share completely.
Allow Download	This will allow the user to save a file from the FileCloud folder to a local device such as a desktop or cell phone.
Allow Upload	This will allow the user to: <ul style="list-style-type: none"><li>• Add a file to the shared folder</li><li>• Delete folders inside the shared folder</li><li>• Modify files inside the shared folder</li><li>• Create new folders inside the shared folder</li></ul>

Allow Share	<p>This will allow the user to shared the folder contents again with others of their choosing.</p> <ul style="list-style-type: none"> <li>Sharing access can be provided only if View and Upload access are already provided.</li> </ul>
Allow Sync	<p>Sync access will allow users to synchronize the contents of the shares using their FileCloud Sync app.</p> <p>Note: This option is only available for Shared Folders only. Individual files cannot be synced to other users.</p> <p>Note: This option is not available for Network Shares.</p>
Misc. - Allow Delete	<p>This will allow users to delete a file from the folder.</p> <p>Notes:</p> <ul style="list-style-type: none"> <li>Files can be deleted only when upload access is set on the folder.</li> <li>Folders can be given upload permissions but not delete permission.</li> </ul>
Misc. - Allow Manage	<p>Assigns a user as a Share Owner.</p> <ul style="list-style-type: none"> <li>Share Owners can view and manage shares created from their shared folders by other users.</li> <li>Share Owners can assign managers to view and manage shares created from their shared folders by other users.</li> </ul> <p> For more information, read about <a href="#">Allowing Members to Manage Re-Shares</a></p>

**To configure private folder sharing with existing FileCloud Users:**

1. Open a browser and log on to the *User Portal*.
2. On the left navigation panel, click *Files*.
3. Open the folder you want to share.
4. If the folder is already being shared, in the *Details* pane on the right, in the *Sharing* section, click *Manage*, and then skip to step 8.
5. If the folder is not yet being shared, in the *Details* pane on the right, in the *Sharing* section, click *+Share*.
6. On the *Confirm* dialog box, click *OK*.
7. On the *Share Link* dialog box, click *Advanced Options*.
8. On the *Manage Share for Folder* window, in the *Share Permissions* panel, select *Allow Selected Users/Groups*.
9. To add a user, select the *Guest* tab and then click *Add Guest*.
10. To add a group, select the *Group* tab and then click *Add Group*.
11. On the *Search* screen, type in the user's or group's account name.
12. In the *Share Notification* dialog box, review the email to be sent to the selected user or group, and then click *Send*.
13. In *Shared Permissions*, select the checkbox for each permission you want to grant.
14. To save your changes, click *Update*.