20.1 Share a Folder with Everyone

You can share a folder with everyone without restrictions.

That means 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 public sharing, select *Allow Everyone*. You will be required to select one of the following options:

Table 1. Permission options for public folder sharing

Permission	Description
View Only	Read access will allow users to view, or browse files in the folder.
Upload Only	This will allow the user to save a file to the FileCloud folder
View + Upload	Allows users to: • view files in the folder • browse files in the folder • save a file to the FileCloud folder
View + Download	Allows users to: • view files in the folder • browse files in the folder • save a file in the FileCloud folder to their desktop or client
View + Upload + Download	Allows users to: • view files in the folder • browse files in the folder • save a file to the FileCloud folder • save a file in the FileCloud folder to their desktop or client

To configure public file sharing with everyone:

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 Everyone*.
9. In the dropdown list of permissions, choose the level of permissions you want to grant.
10. To save your changes, click *Update*