

Sharing

Tonido Desktop allows sharing of your files and folders privately with other guest users or publicly with anyone having access to the share link. Guest users can be your family members, employees, colleagues, clients or customers.

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Types of Shares

There are two types of shares:

- Private Shares (Allow Selected Users)
- Public Shares (Allow Everyone)

Private Shares

Private shares are only accessible to guest users who have a valid guest account and know the guest password.

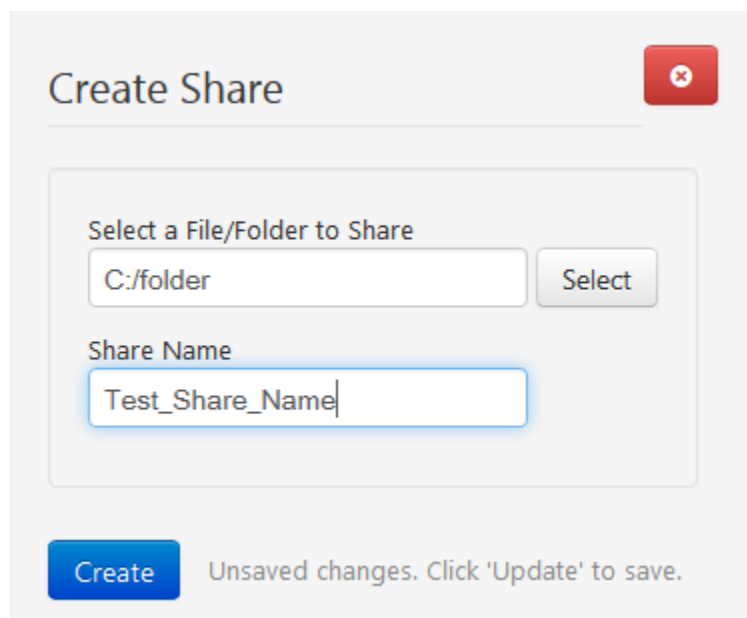
Public Shares

Public shares are accessible by users if they have the share link. They do not have to login using guest account or password.

Creating a Share

To create a new share:

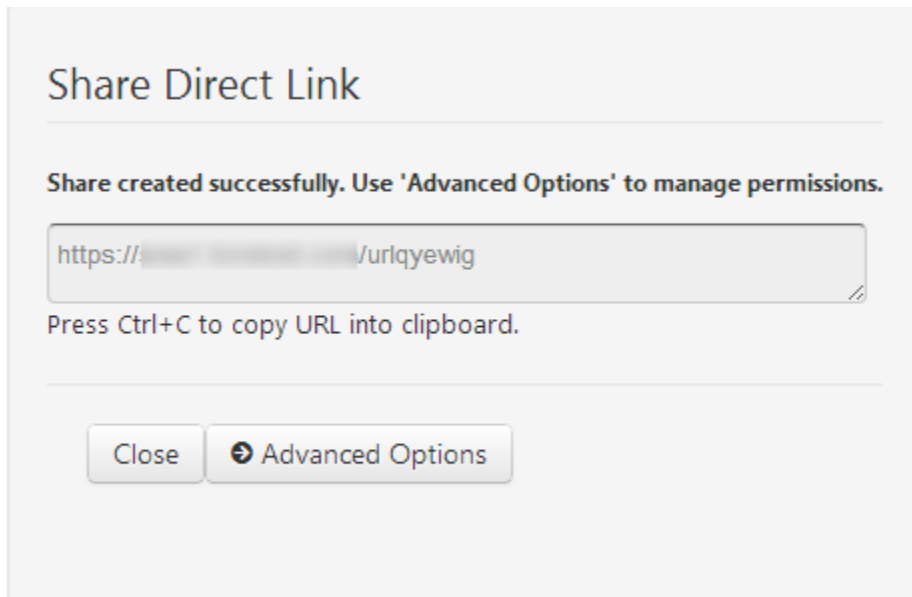
- Click on "Shared Files" and then click on "New Share" button.
- In the Create Share dialog, select the location you want to share.
- (Optional) Provide a name for this share
- **Click on Create.**



The screenshot shows a 'Create Share' dialog box with a title bar and a close button (red square with a white 'x'). The main content area contains two input fields: 'Select a File/Folder to Share' with the text 'C:/folder' and a 'Select' button, and 'Share Name' with the text 'Test_Share_Name'. At the bottom, there is a blue 'Create' button and a message: 'Unsaved changes. Click 'Update' to save.'

Your share is created.

Now, Share Direct Link dialog appears with the shared URL. Also, you have options to set permissions and access controls. By default, if you don't specify any permissions, it will be shared as a Public Share. You can share this link via email, chat etc. Anyone with this link can access the shared resource whether it is a folder or a file.



Clicking on Advanced Options, Manage Share dialog will appear as follows.

Manage Share

Share URLhttps://

f

Select a File/Folder to Share

C:\folder

Select

Share Name

Test_Share_Name

▼ Other Options

Expires (Optional)

☐ Never Expires

☒ Expires

2014-02-20

Upload Size Limit (KB)

☐ Unlimited

☒ Limited

2000

Misc

☒ View as Photo Gallery

Share Permissions

☐ Allow Everyone

☒ Allow Selected Users

New Guest

Guest	Allow View	Allow Upload
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

◀◀

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▶▶

Update

Unsaved changes. Click 'Update' to save.

Setting Permissions and Restrictions:

In the Manage Shares dialog

To Set permissions :

- In the 'Manage Share' Dialog, you can either make the share available to everyone ('Public') or share to selected users ('Private').
- If you select sharing to selected users, you will see list of guest accounts and you can then select the type of access you are giving them

To Change Share Permissions:

You can change share permissions by clicking on

- **Allow view** : Permits only to view the file/folder.
- **Allow upload** : Permits the share users to upload items into a folder.

To Set Restrictions :

- **Expiry Date** : Select a date on which this share becomes invalid (Tonido Pro only Feature)
- **Upload Limit** : Limit the max size of this folder, so you can prevent guest users from uploading and exceeding folder size
- **View as Photo Gallery** : Whether the share should show the "Photo Gallery" view when opened. This can be selected if sharing photos

Sharing the link :

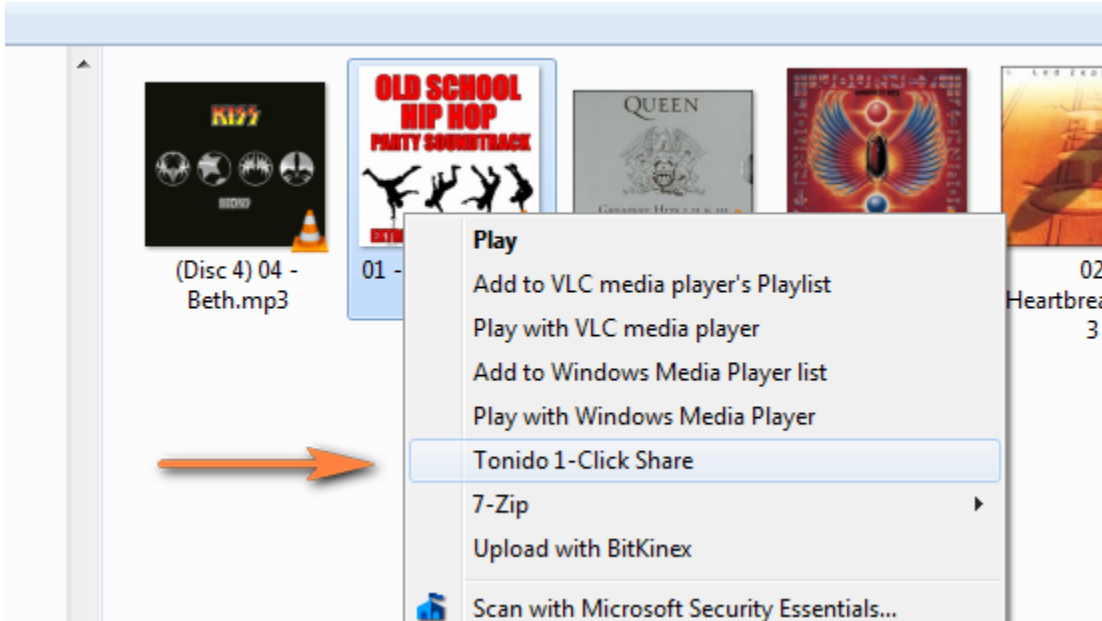
To share the link via facebook, email, twitter :

To achieve this,

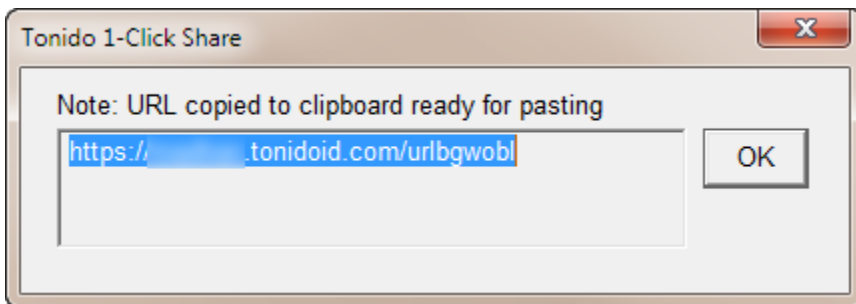
- click on facebook/email/twitter icon which appears in the Manage Share dialog
- Now you will be redirected to the login page
- Login your account and share the share link with others

Create a Share via Windows Explorer

If you are using Windows, you can also create a new Folder or File Share by right-clicking on a file and selecting "Tonido 1-Click Share".



A share is created for you immediately and is ready for pasting.



The following table shows what permissions are allowed for users depending upon their permissions setting.

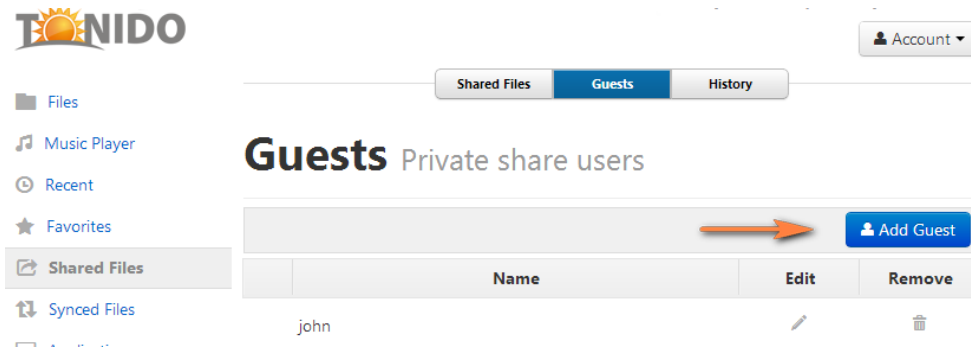
Guest Permissions	Private Share Read Permission	Private Share Write Permission	Public Share Allow Everyone
List and View Folders	ALLOWED	ALLOWED	ALLOWED
Download Files	ALLOWED	ALLOWED	ALLOWED
Download Entire Folder	ALLOWED	ALLOWED	ALLOWED
Listen to Music	ALLOWED	ALLOWED	ALLOWED
Watch Video	ALLOWED	ALLOWED	ALLOWED
View Photo Gallery	ALLOWED	ALLOWED	ALLOWED
Rename File/Folder	NOT ALLOWED	ALLOWED	NOT ALLOWED
Delete File/Folder	NOT ALLOWED	ALLOWED	NOT ALLOWED
Copy File/Folder	NOT ALLOWED	ALLOWED	NOT ALLOWED

Move File/Folder	NOT ALLOWED	ALLOWED	NOT ALLOWED
Upload Files	NOT ALLOWED	ALLOWED (Pro only feature)	NOT ALLOWED
Sharing Files	NOT ALLOWED	NOT ALLOWED	NOT ALLOWED

Guest User Management

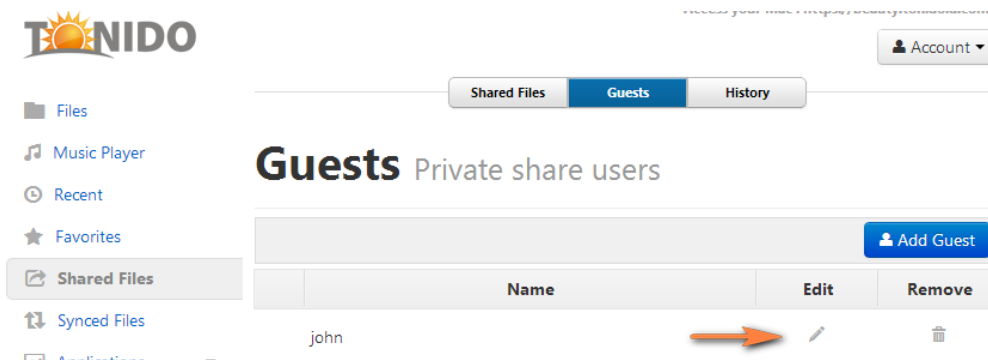
You can add a guest user by clicking on "Shared Files", "Guests" Tab and "Add Guest".

Guest User account names can only alphabets or numbers only. Passwords have to be at least 8 characters with at least one number.



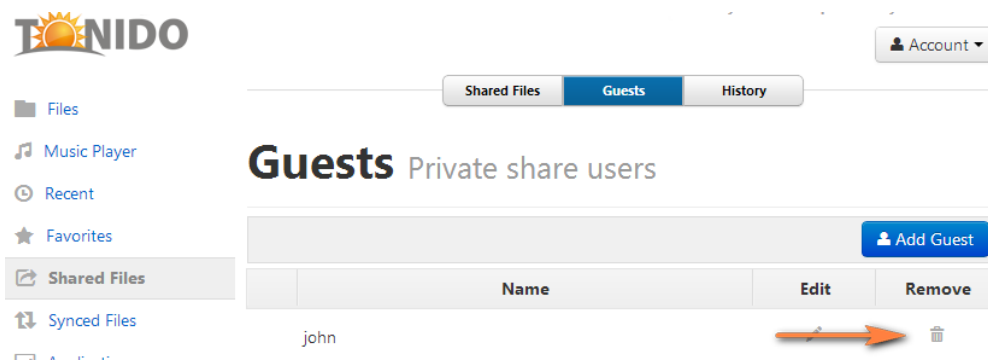
Edit a Guest User

You can edit the guest user account (name or password) by clicking on the "Edit" icon.



Delete a Guest User

You can delete the guest user account (name or password) by clicking on the "Remove" icon.



Guest Login

Guest users can login either by clicking on the provided link or by going to the main Tonido Login screen and selecting "Login as Guest".



Login to your account

Password

Login

More Options

Guest Login