

# Cyber Files Cloud sync folder: syncing and sharing

The Cyber Files Cloud sync folder is the place where you can sync content between your File Sync & Share account and your local computer. You can also share this content with others.

## Syncing

Before we proceed, bear in mind the following:

- Only one folder at a time, within a specific folder tree, can be synced with the **Desktop client**. For the rest, there will be no **Sync** button available. The Sync & Share case is an exception: two folders at the same level, under a common parent folder, can be synced simultaneously. But if you want to sync their parent folder and the nested folders are already synced, you must unsync the later ones first (the opposite scenario is also true).
- You are not allowed to use a folder from removable media as a shared folder.

In the **Company Projects** folder created in [Initial Configuration](#) follow the steps:

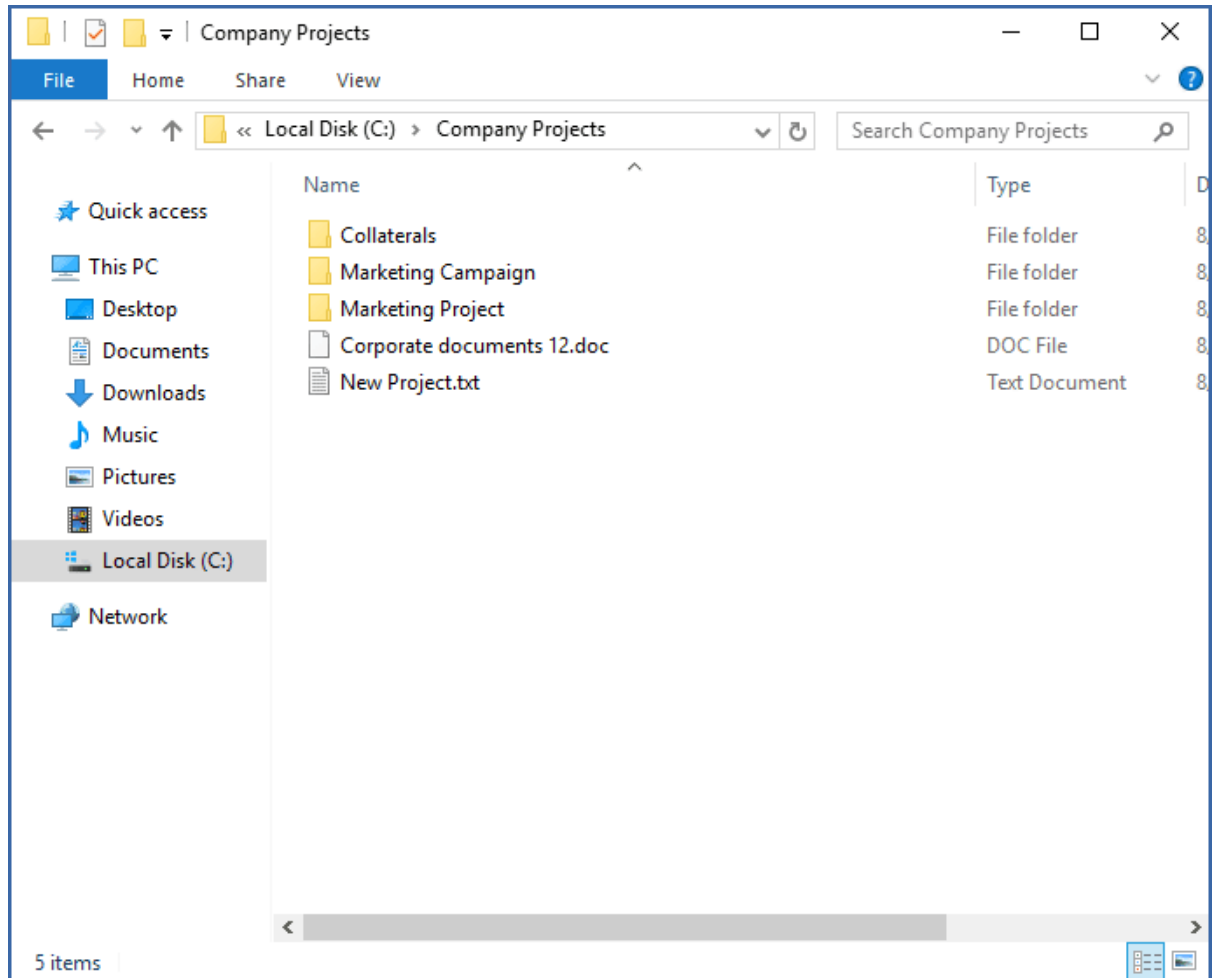
1. Create a new folder named **Marketing Campaign**.

Note: The maximum path length is different in Mac OS X and Windows, which can lead to syncing errors in cross-platform deployments.

- In Windows, there is a limitation of 260 characters (MAX\_PATH) for the entire path, including the "C:\mysharefolder\" part. So, in Windows, the max filename length permitted will be 260 - [share folder path length] - 1 (for NULL terminator). For example, the user is sharing C:\my\_shared\_documents and is trying to download a file into C:\my\_shared\_documents\this\_is\_a\_folder\ the

max file name length of that subdirectory would be  $260 - 40 - 1 = 219$  characters.

- The Mac OS X limit is 1024 characters.
2. Create a text document, put some text in it, save and close the file.
  3. Create another folder named **Collaterals** and paste some files or folders into it.



## Changing synced folder content

It is not possible to move or delete content from synced read-only folders in Cyber Files Cloud versions higher than 8.8. However, if you still want to remove some synced read-only content, unsync the respective shared folder via the Web client interface.

If the desktop sync client has been uninstalled prior to unsyncing the content and you want to remove some leftover data, manually grant yourself the necessary permissions via Windows Explorer:

1. Right-click the file/folder and select **Properties**.
2. On the **Security** tab, change your access rights accordingly.

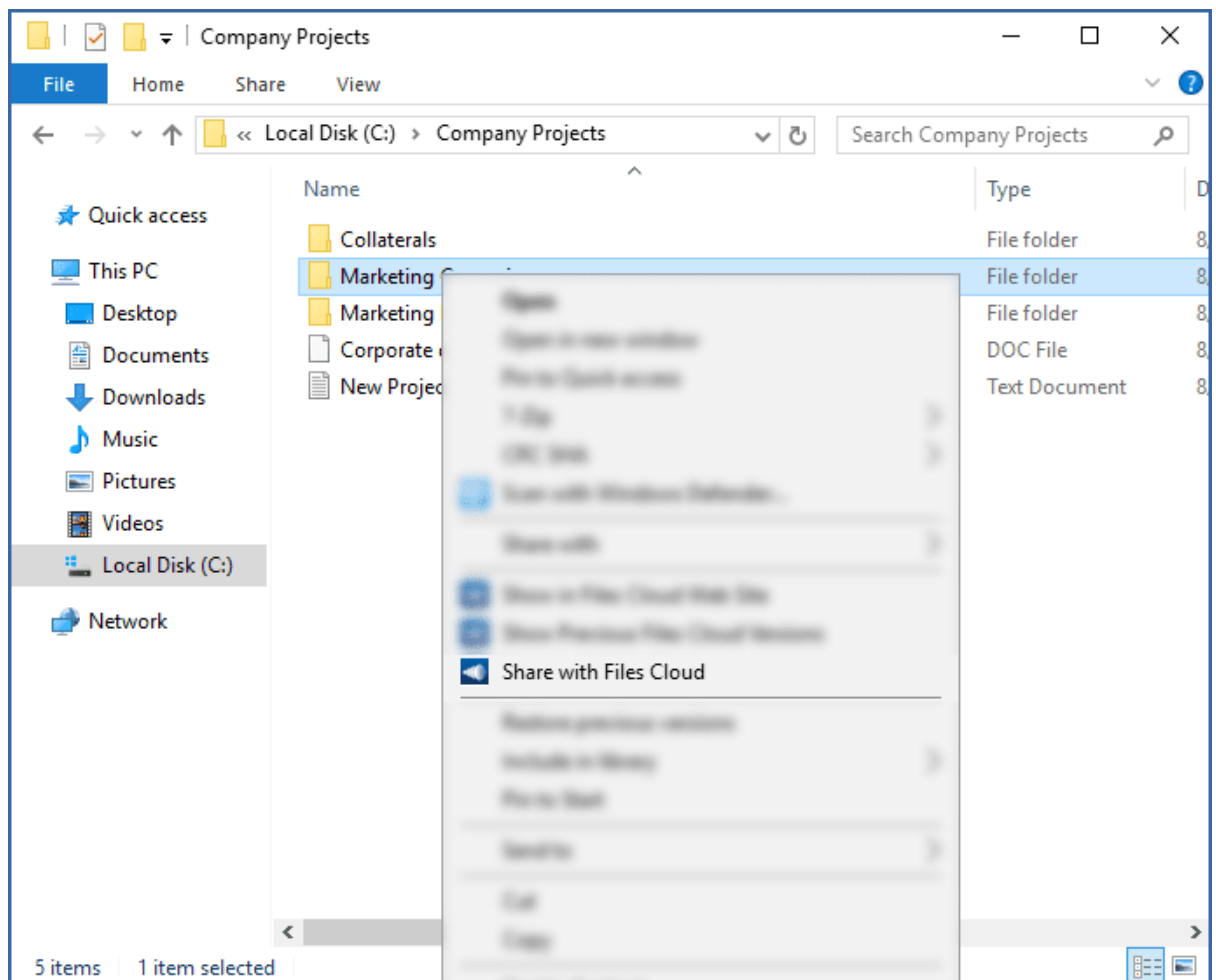
# Sharing a folder

You can share a folder with another user directly from Windows File Explorer or by using your web browser.

## Sharing a folder in Windows File Explorer

If you want to share, for example, the **Marketing Campaign** folder, which is located in the **Company projects** folder:

1. Right-click the **Marketing Campaign** folder.
2. In the context menu, select **Share with Files Cloud**.



3. Your default web browser launches and shows you the **Invite to** dialog box.

Note: Before you continue, make sure you are logged in to your File Sync & Share account. Otherwise, you will be prompted to log in, and you have to start the sharing process again.

4. In the **Invite to** dialog box, fill in the email address of the user you want to give access to this folder, and then press **Enter**.
5. [Optional] Add a suggestive text message.
6. Select the desired sharing options:
  - a. **Allow editing and deletion** — the invited user can edit and delete files in the shared folder. If the check box is cleared, the invited user can only download and read files in the shared folder.
  - b. **Allow to invite other members** — the invited user can share this folder with other users.
  - c. **Allow to view other members of this share** — the invited user can see others who have access to the folder.
  - d. **Expires for all members after** — you can set the date when all the invited users lose their access to the shared folder.
7. Select the **Share Folder** button.

Invite to Marketing Campaign

Invite members to this folder

janedoe@mycompany.com

Message (optional)

Jane, this is the project we are working on. Please make any changes to the documents in this folder.  
Thanks!

☒ Allow editing and deletion

☐ Allow to invite other members

☐ Allow to view other members of this share

☐ Expires for all members after 

Select Date

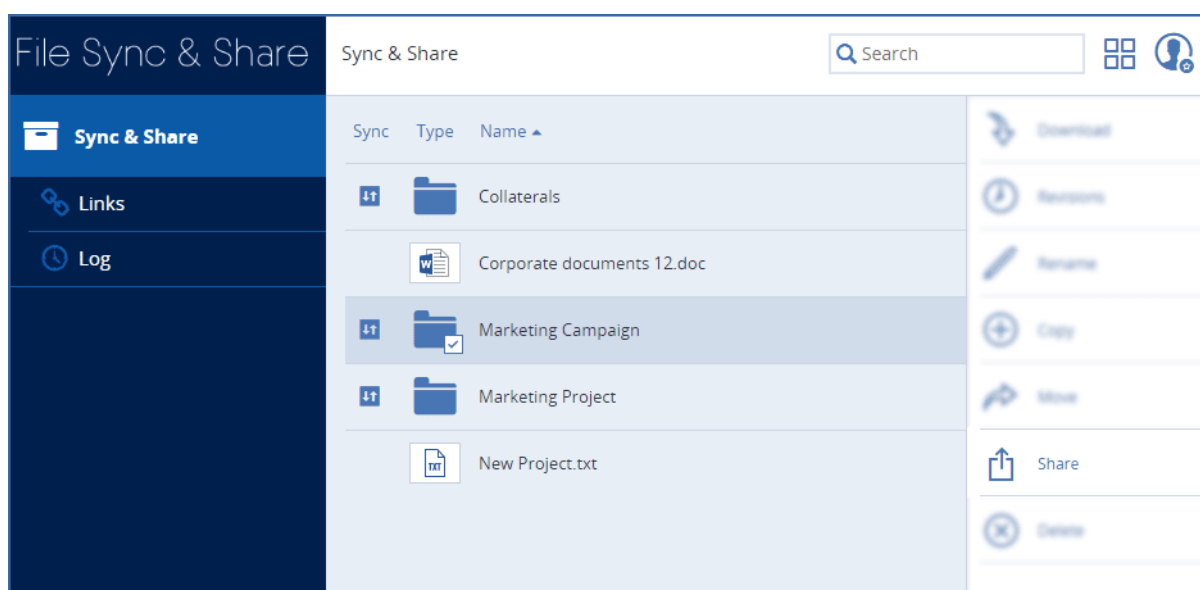
Invitation Language English

Share Folder

Cancel

## Sharing a folder by using a web browser

1. Go to your File Sync & Share server address. For example, **<https://eu2-cloud.company.com>** or **<https://cloud.mycompany.com>**.
3. Log in to your File Sync & Share account. If you use more than one Acronis Cyber Cloud services, select **File Sync & Share**.
4. Hover over the desired folder and select the check box that appears on its icon. Then select **Share** in the sidebar. Alternatively, open the desired folder and select **Share** in the sidebar.



Note: By using a web browser, you can also share single files. For more information on how to do this, refer to [File and folder actions](#).

6. In the **Invite to** dialog box that appears, fill in the email address of the user you want to give access to this folder, and then press **Enter**.
7. [Optional] Add an appropriate text message.
8. Select the desired sharing options:
  - a. **Allow editing and deletion** — the invited user can edit and delete files in the shared folder. If the check box is cleared, the invited user can only download and read files in the shared folder.
  - b. **Allow to invite other members** — the invited user can share this folder with other users.

- c. **Allow to view other members of this share** — the invited user can see others who have access to the folder.
  - d. **Expires for all members after** — you can set when all the invited users lose their access to the shared folder.
9. Select the **Share Folder** button.

Regardless of how you shared a folder, the invited user will receive an email with the subject "**You have been given access to <folder name>.**" To access the shared folder (with the permissions that you configured), the user must follow the link in this email and log in to their File Sync & Share account.