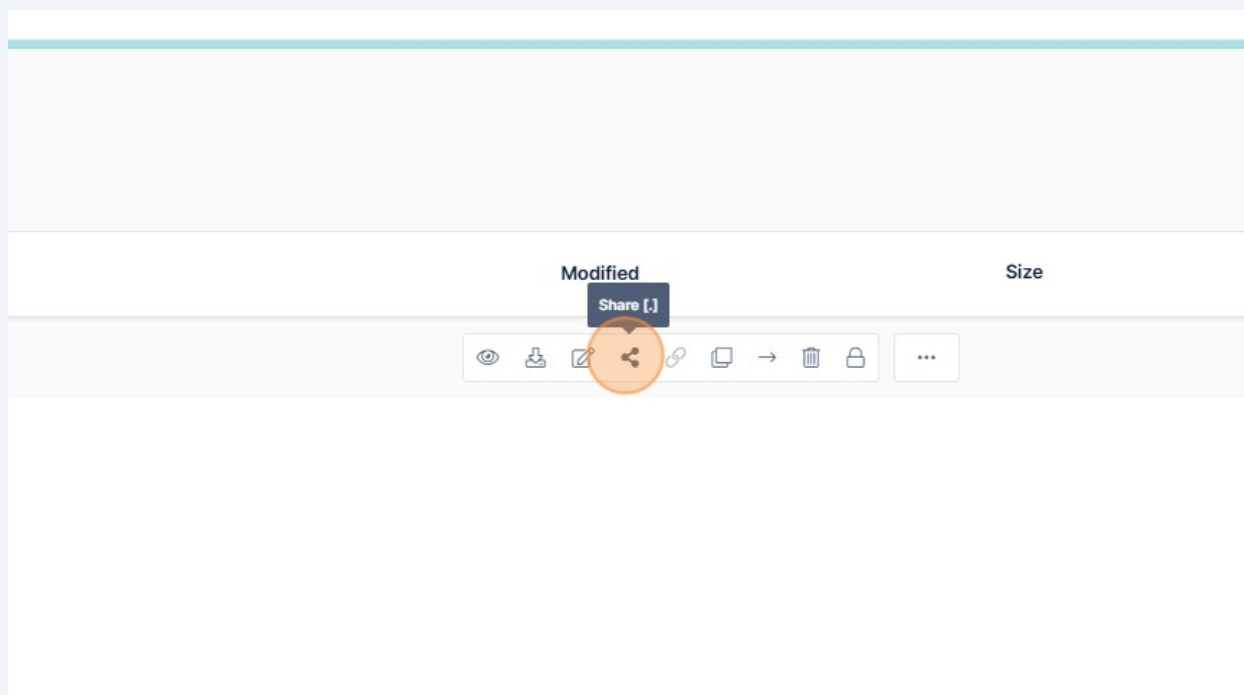


FileCloud: How to share files and folders



- 1 Hover over the file you want to share and click share




2 Click "change" to change how you share a file

Your share has been created!

Share Link

<https://mearsmachine.filecloudonline.com/url/awywqhpvyk2ucdzm> [Modify Link](#)

 This share is **Public**
Anyone with link can view [Change](#)

[Remove Share](#) [Share Options](#) [OK](#)

3 Click "allow selected users and groups" to share to people within the organization

Expires: Never Expires [Change](#)

Max number of downloads: No Restrictions

Send Email Notifications: Yes

Sharing Permissions:

☐ Allow anyone with link

☒ Allow anyone with link and a password

This share is **password protected public share.**
Only users with the share link and password can view.

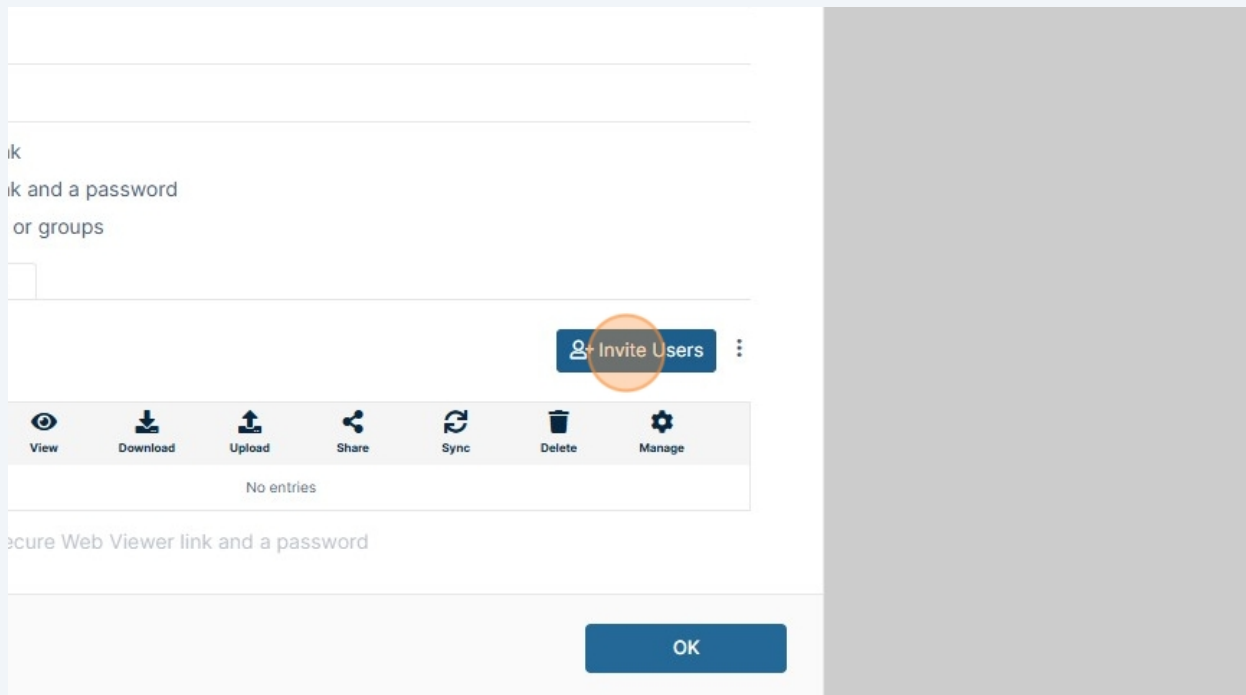
[Allow](#) [View + Download](#) [.....](#) [👁](#)

☐ Allow selected users or groups

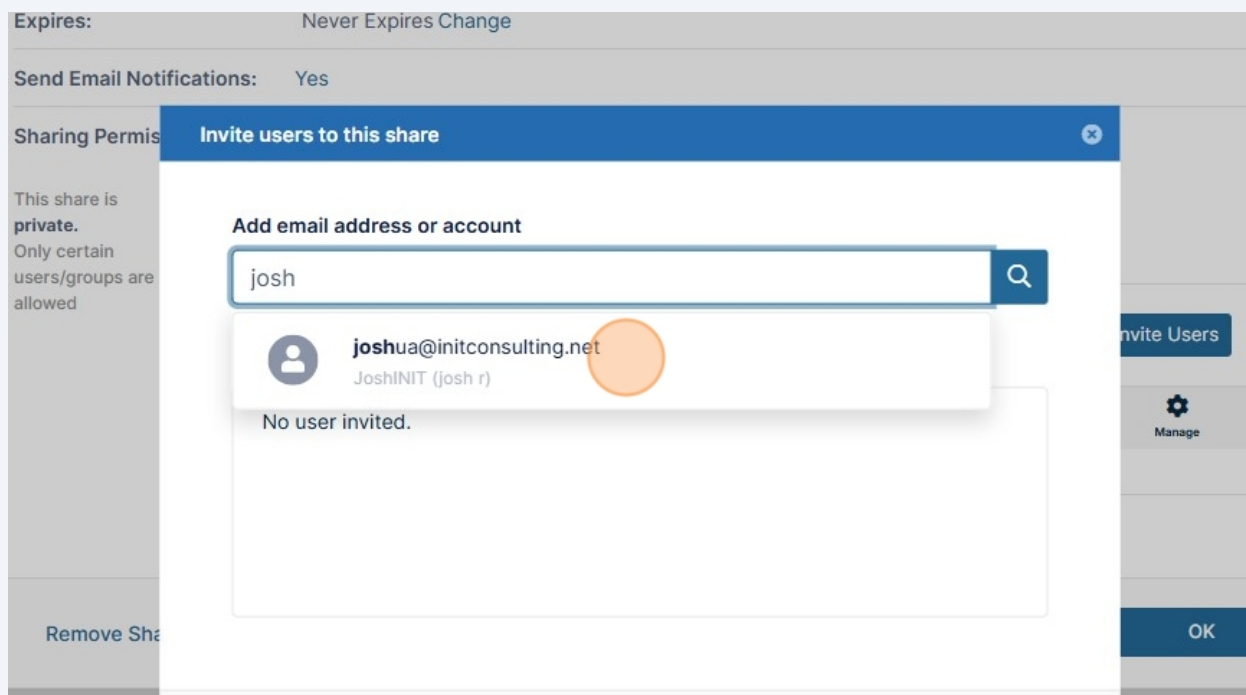
☐ Allow anyone with Secure Web Viewer link and a password

[Remove Share](#)

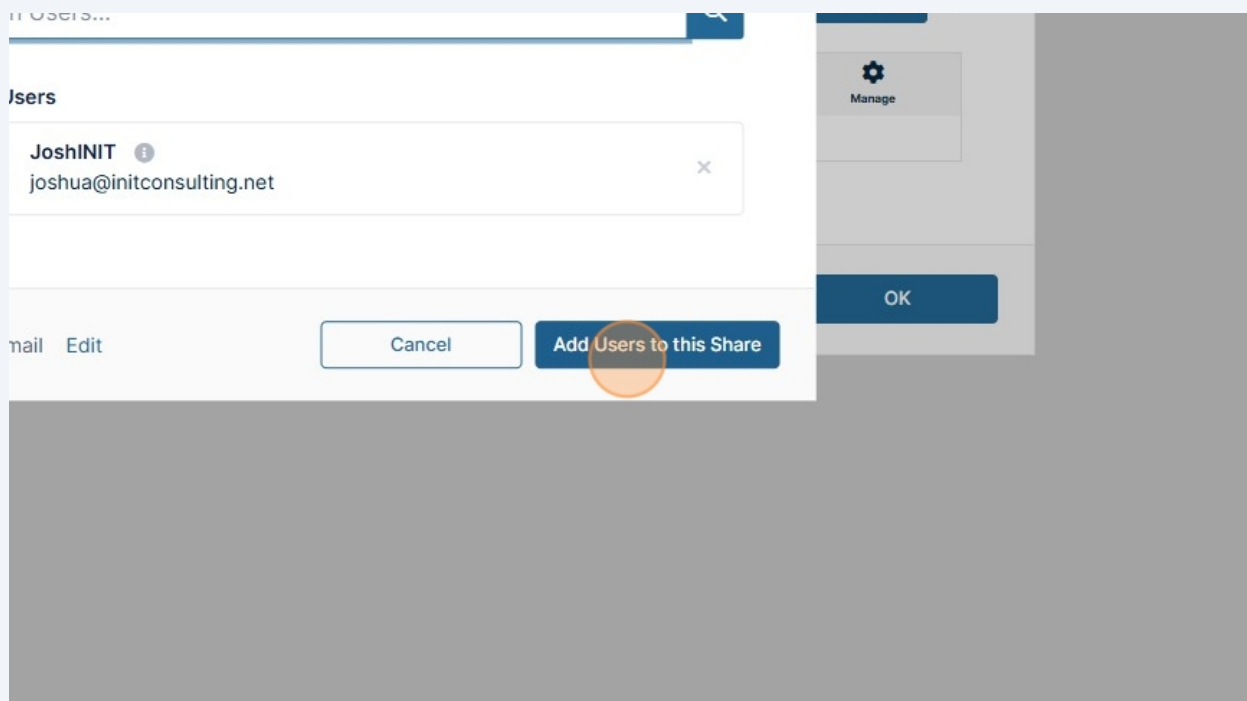
4 Click invite users



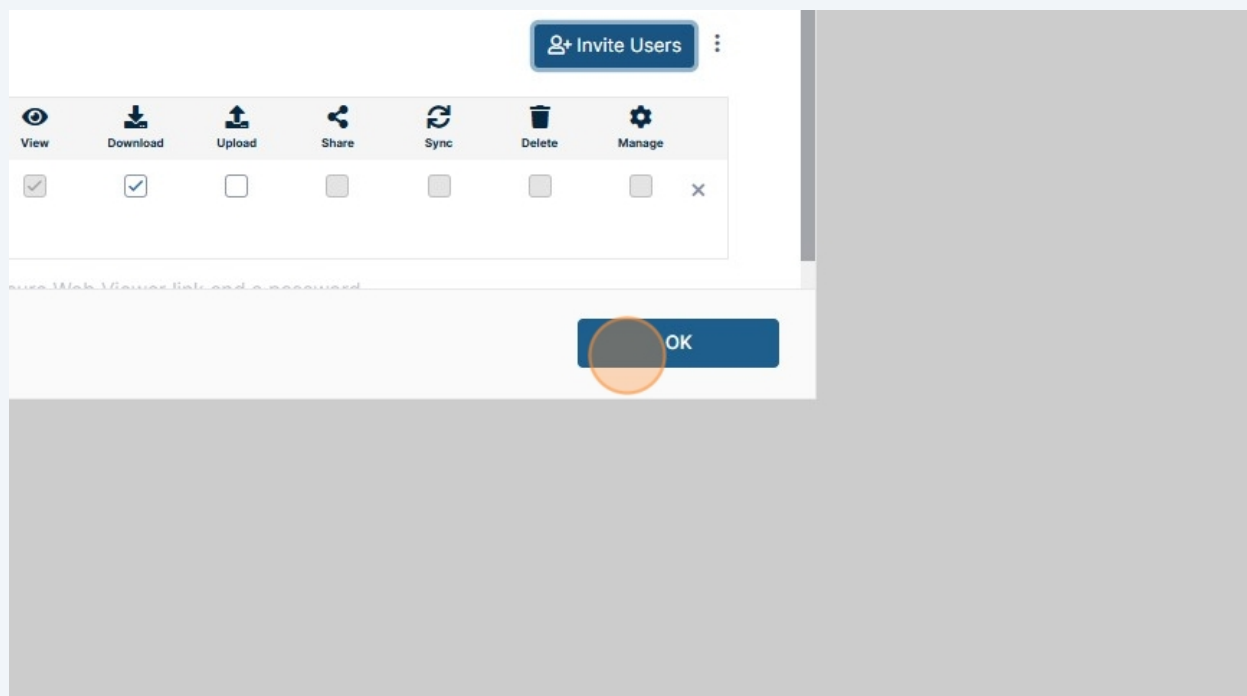
5 Type the name of the user within the organization and then click on them



6 Then click "add users to this share"



7 Then click "okay"



8 If you want to share to Users outside the Organization follow along below

9 Click "allow anyone with link" to share outside the organization

/jenny/Example file.txt

Share Options Share History

Share Name: Example file.txt [Change](#)

Expires: Never Expires [Change](#)

Send Email Notifications: Yes

Sharing Permissions:





☐ Allow anyone with link

☐ Allow anyone with link and a password

☒ Allow selected users or groups

This share is **private**.
Only certain users/groups are allowed

Users Groups

User	 View	 Download	 Upload	 Share
No entries				

10 Click "okay" after

