File Storage

Help Documentation

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File Storage Overview

SmarterMail's file storage feature allows users to upload files to the mail server and share them by sending out links to those files. Files can be public or private, can be eternal or have expiration dates and more. Note: - Uploaded files should not contain commas in the file name.

One benefit of using SmarterMail's file storage versus sending attachments is that file storage reduces the stress on the mail server by keeping large files out of the server's email spool. Another benefit of using file storage is that it allows users to send larger files without worrying about hitting any attachment size restrictions that a domain administrator, system administrator or hosting company put in place. Note: Files uploaded to the server are counted toward the user's disk space allocation, so users are encouraged to delete files that are no longer used from the server whenever possible.

To access the file storage area, click the file storage icon . A list of files uploaded to the server will load in the content pane and the following options will be available in the content pane toolbar:

- Edit - Edits the sharing settings for the selected file.
- Delete - Permanently removes the selected file(s) from the server.
- Upload - Uploads a new file to the server.
- Download - Downloads the selected file(s).

For help understanding the different areas of the file storage section, see the file storage interface diagram .

Sharing Uploaded Files

Before a file can be shared you will first need to upload it to the mail server. After uploading your file, you will need to edit the file sharing settings by selecting the file and clicking Edit in the content pane toolbar. The file sharing settings will load and the following options will be available:

- Actions - Click this button and select the appropriate option to create a new folder, rename a folder, or delete a selected folder. Using folders makes it easy to keep your files organized. For example, create folders for images, documents, spreadsheets or other categories.

- Filename - The name of the file.
- Link Expires - The date and time that the public link to download the file expires. Leave this blank and the link will never expire.

• Enabled - Select this option to enable the link expiration date.

• Access Password - The password used to download the file. Leave this blank if you don't want to password protect the link.

• Enabled - Select this option to make the file password protected.

• Enable public access - Select this option to make the file available for sharing via a public link.

When you share a file by inserting the public link to the file into an email message, the recipient will be directed to a file storage download page with instructions on how to download the file.