



Sharing Uploaded Files

Help Documentation

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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:

- 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.