



# File Storage

Help Documentation

## File Storage

### File Storage Overview

SmarterMail's file storage feature allows users to upload files to the server and share them via public links. One benefit of using file storage is that it reduces the stress on the server by keeping large files out of the spool. 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 when 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 diagram .

### Sharing Uploaded Files

After uploading a file to the server, 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. If this field is not completed, the link will never expire.
- Enabled - Select this option to enable the link expiration date.
- Access Password - The password used to download the file. If this field is not completed, no password is needed to download the file via the public 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.