



Sharing Uploaded Files

Help Documentation

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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.