

# Sharing Files with Web Links

<https://www.youtube.com/embed/ox-nOu1jw6I>

## Overview

**Share Files & Folders virtually anywhere! Use this method to share content with non-Web File Share users.** You can quickly & easily create and share Web Links to share photos, videos, or any other file type on Internet websites. The links can be password protected, have expiration dates, and more. Linked files can be sent via e-mail, posted on Facebook or embedded in virtually any website. Linked audio and video files support streaming!

## How to Create a Web Link for Sharing a File

1. Right Click on the file (document)
  2. Click the "Web Link" option from the contextual menu. A text field will be displayed, containing the URL ("Link address") that can be used to share & access the file.
  3. **Choose your sharing options:** **a) short link** -creates a tiny web link, **b) set a password** - create your own or auto-generated, **c) set an expiration period** - set it and forget it, **d) limit the number times for downloads**, **e) "receive email notifications"** - if you want to get notified automatically every time someone downloads the file, **f) add terms & conditions for the file download**- such as disclaimers or end user license agreements.
  4. **Choose your sharing method:** **a) share the link via email post the link on your web site b) post the link in your social media site**- Facebook, Twitter & LinkedIn.
  5. To Exit - Simply close out or click the "Save Changes" button.
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## Testing your Web Link

Select the "Open" button to test your web link. This allows you to see & experience what your end user will see before sharing the link.

## Sharing files & folders externally on the internet with links

Your Web File Share site must be accessible from the internet in order to share files and folders with others across the internet. In order to share your site externally, you will need to make site available through your router/firewall. It is also recommended that you have a public static IP address.

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## Examples of Sharing a Web Link to a file (i.e. PDF, Word, Excel, PowerPoint, MP4, JPG files)

Files can be easily shared. Web links can be directly sent to from within Web File Share or you can copy the link address and paste it within an email.

**Example #1: Send Document Web Links using the Email Function within Web File Share**

**Example #2: Send Document Web Links from your Outlook**

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## Removing a Web Link

To remove the Web Link from a file, go to the Web Link of the file. Select the "Options" tab. Select the "Remove Web Link" button and "Save Changes".

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## See Also

- [Sharing folders using web links](#)

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