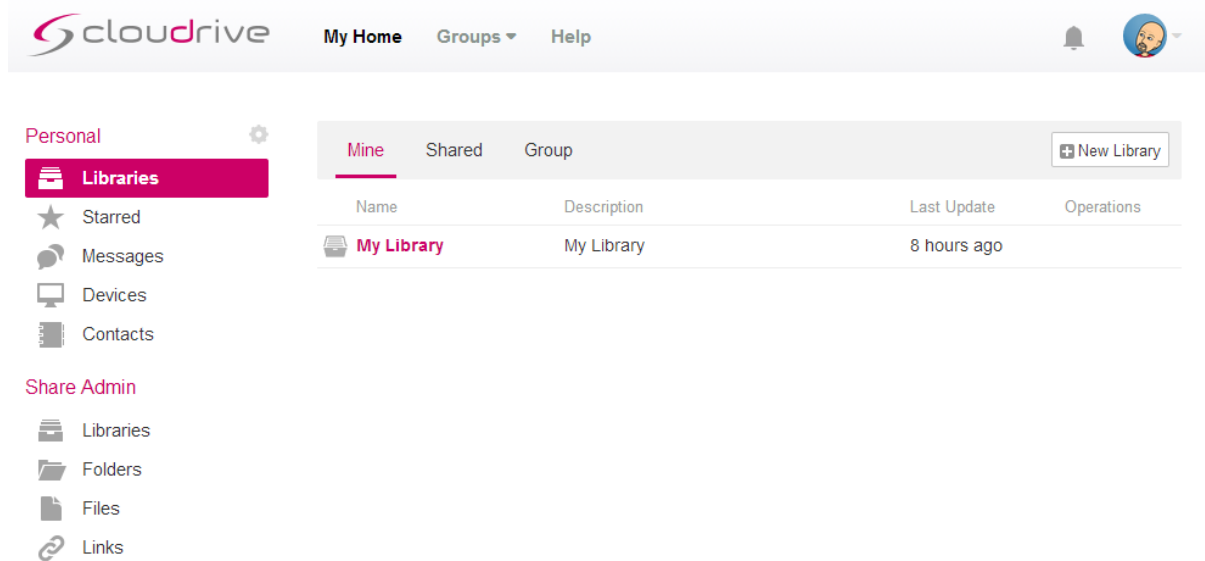


Sharing Files or Folders with Others (External Parties)

A key thing to note is that only **unencrypted** files or folders can be shared to external parties.

Login to Cloudrive using your web browser at <https://cloudrive.synapse.it>. Login using your registered email address and password.



*** SHARING INDIVIDUAL FILES ***

Sharing information with external third parties can only be done from a non-encrypted folder.

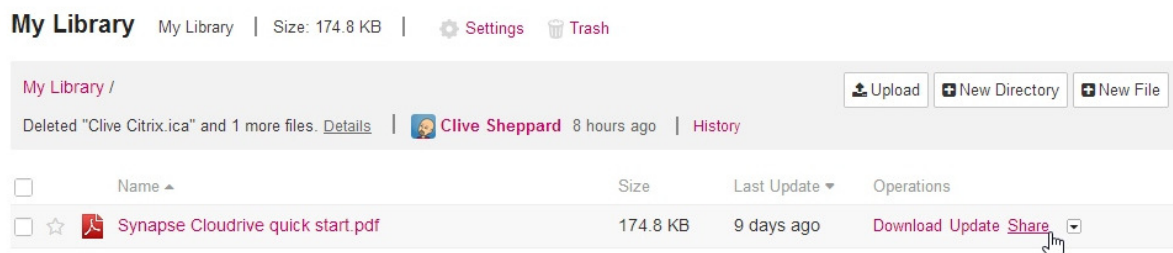
Typical non-encrypted folders are found within “My Library” or a “Public” Library created specifically to share to others. If you are unsure whether a folder is encrypted or not you can tell by the icon associated with its parent Library. If the Library is encrypted it will have an orange padlock (and so files cannot be shared with external parties), if it is not encrypted it won't have an orange padlock.

From the example below, Synapse-Public is a non-encrypted library. Files and folders can be shared with external parties.

Synapse-Shared on the other hand is an encrypted library. Its contents can ONLY be shared with internal users – ie files and folders cannot be shared with external parties.

Synapse-Public	Synapse_Everyone	Read-Write	Shared Folder for General Public
Synapse-Shared	Synapse_Everyone	Read-Write	Shared Folder for All Synapse Users

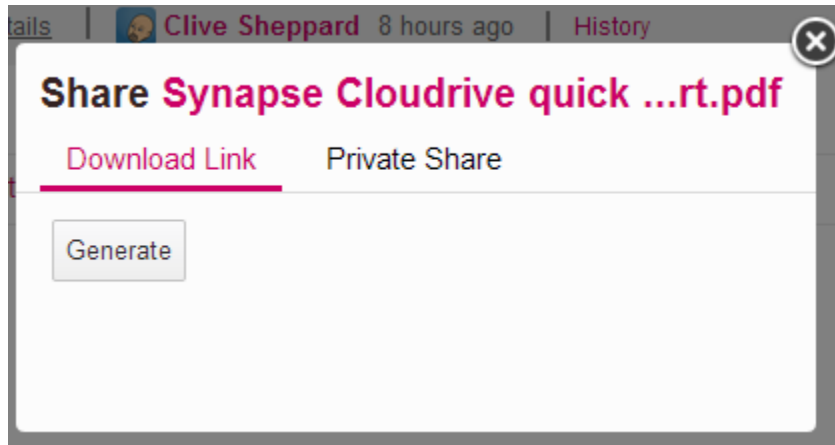
To share an individual file browse to the file in a non-encrypted folder.



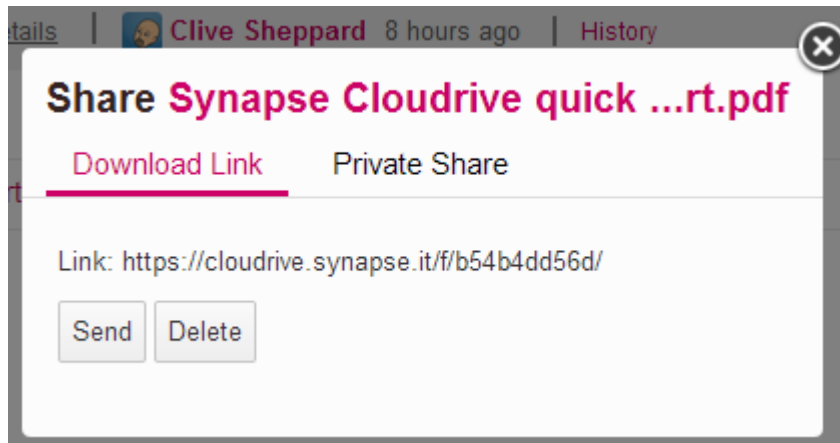
Select “Share” next to the file

Sharing Files or Folders with Others (External Parties)

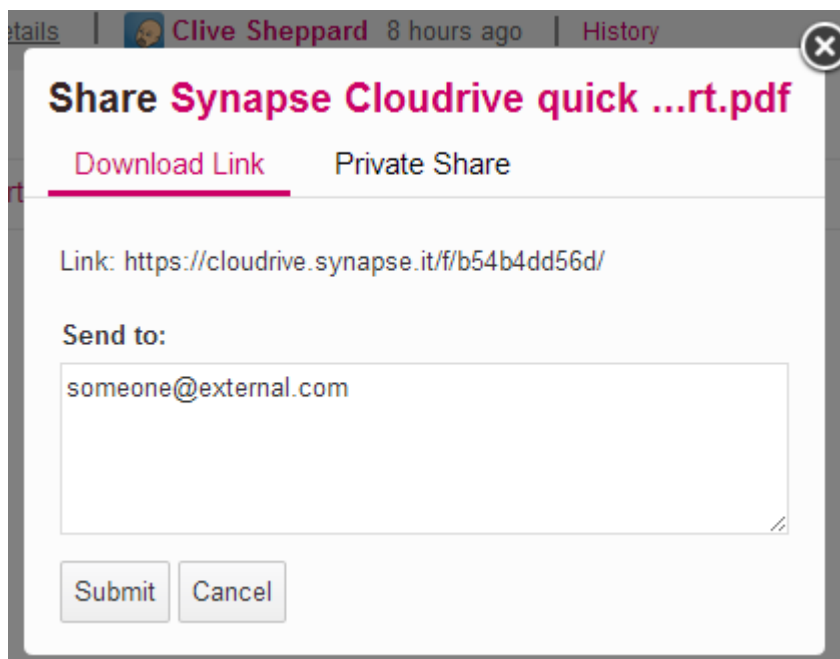
Ensure that "Download Link" is highlighted and click "Generate"



A link is generated to the file ... this can be highlighted and copied/pasted as required ...



Alternatively clicking "Send" will allow external email addresses to be entered separated by commas. Each recipient will receive an email from the system.



Sharing Files or Folders with Others (External Parties)

Click "Submit" to send the email.

Successfully sent.

The recipient will receive an email in their inbox

cloudrive

A file is shared to you on Synapse Cloudrive - Hi, cs@synapse.it shared a file to you on Synapse Cloudrive: <https://cloudrive>



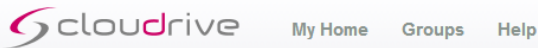
Hi,

cs@synapse.it shared a file to you on Synapse Cloudrive:
<https://cloudrive.synapse.it/f/b54b4dd56d/>

Thanks for using our site!

The Synapse Cloudrive team

If they click on the link they are taken directly to the file



Synapse Cloudrive quick start.pdf

Shared by: Clive Sheppard

Download (174.8 KB)

Previous Page 1 / 3 Next Full Screen

Getting started with Synapse Cloudrive

File management and collaboration platform for teams and organisations.

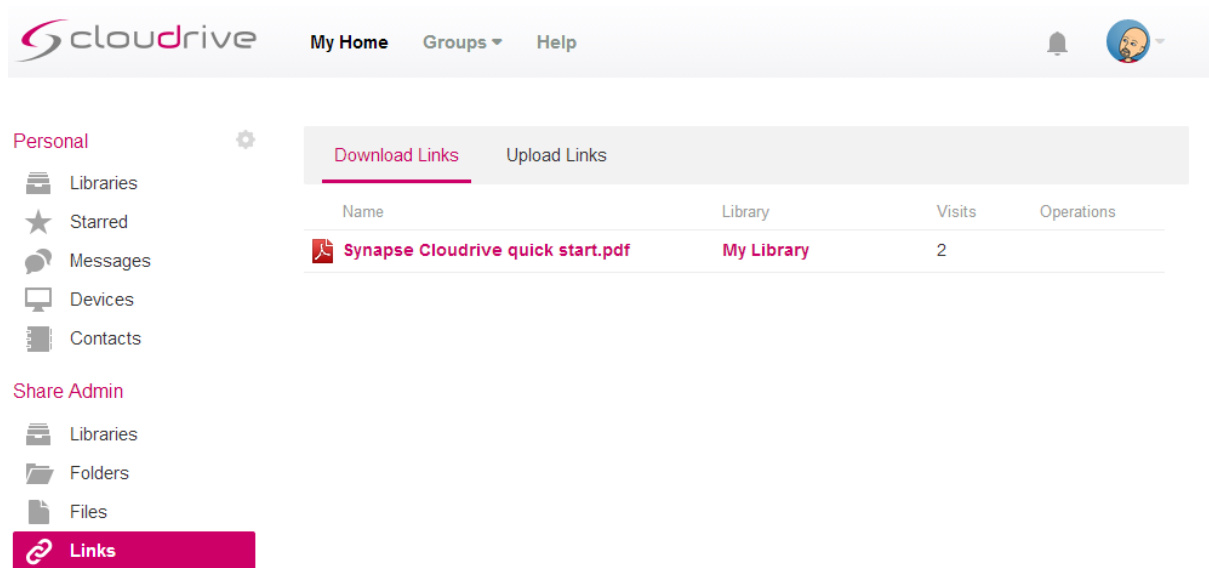
Libraries

Depending on the file type, they can either view the document online or else download the file by clicking the green button.


Sharing Files or Folders with Others (External Parties)

You can monitor any links you have sent by clicking on “Links” from the Share Admin menu.

Visits shows the number of times that the URL has been visited.



The screenshot shows the Cloudrive web interface. At the top, there is a navigation bar with the Cloudrive logo, 'My Home', 'Groups', and 'Help'. On the right, there are a notification bell and a user profile icon. The main content area is divided into two sections: 'Personal' and 'Share Admin'. Under 'Personal', there are links for Libraries, Starred, Messages, Devices, and Contacts. Under 'Share Admin', there are links for Libraries, Folders, Files, and a highlighted 'Links' button. The 'Links' section is active, showing a table with two tabs: 'Download Links' (selected) and 'Upload Links'. The table has columns for Name, Library, Visits, and Operations. One entry is visible: 'Synapse Cloudrive quick start.pdf' in 'My Library' with 2 visits. The 'Operations' column for this entry contains 'View' and 'Remove' links.

Name	Library	Visits	Operations
 Synapse Cloudrive quick start.pdf	My Library	2	View Remove

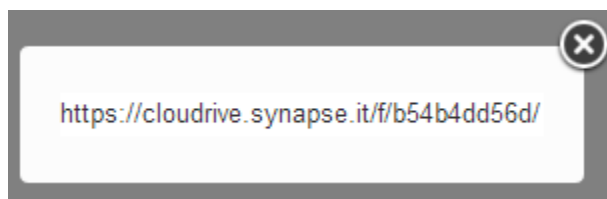
Clicking “View” under Operations allows you to see the URL and copy/paste to others if needed.

“Remove” stops the sharing of the file.



This is a close-up of the 'View' link in the 'Operations' column of the table. A mouse cursor is hovering over the 'View' link, which is underlined. The 'Remove' link is also visible next to it.

Name	Library	Visits	Operations
 Synapse Cloudrive quick start.pdf	My Library	2	View Remove



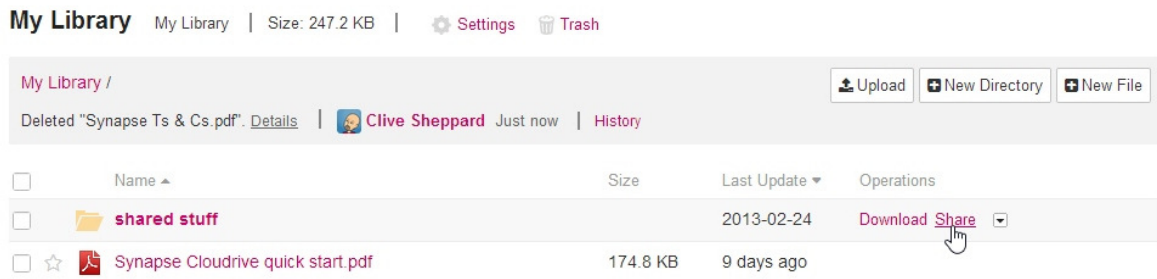
The screenshot shows a modal window with a close button (X) in the top right corner. The window contains the following URL: `https://cloudrive.synapse.it/f/b54b4dd56d/`

Sharing Files or Folders with Others (External Parties)

*** SHARING A FOLDER ***

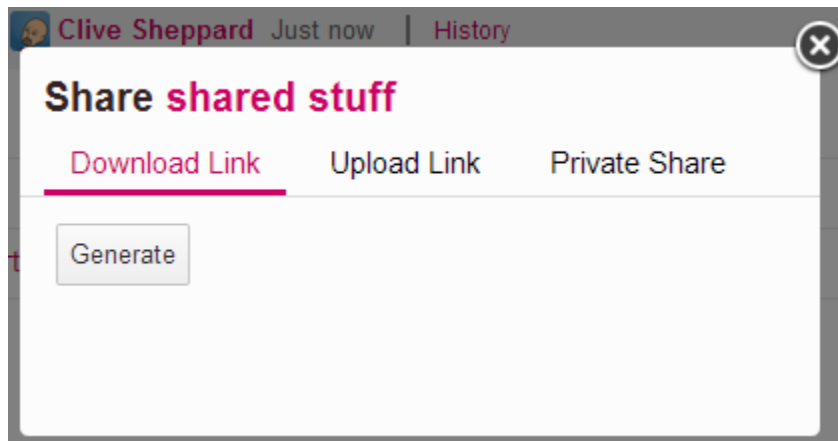
The procedure is much the same as sharing a file. Browse to a folder within a non-encrypted library (ie My Library or a Public Library created specifically to share to others).

Click on the “Share” icon next to the folder.

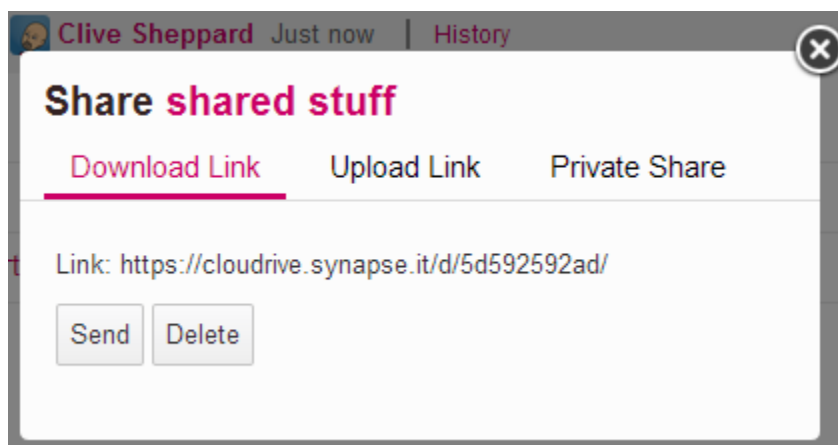


Select “Share” next to the folder

Ensure that “Download Link” is highlighted and click “Generate”

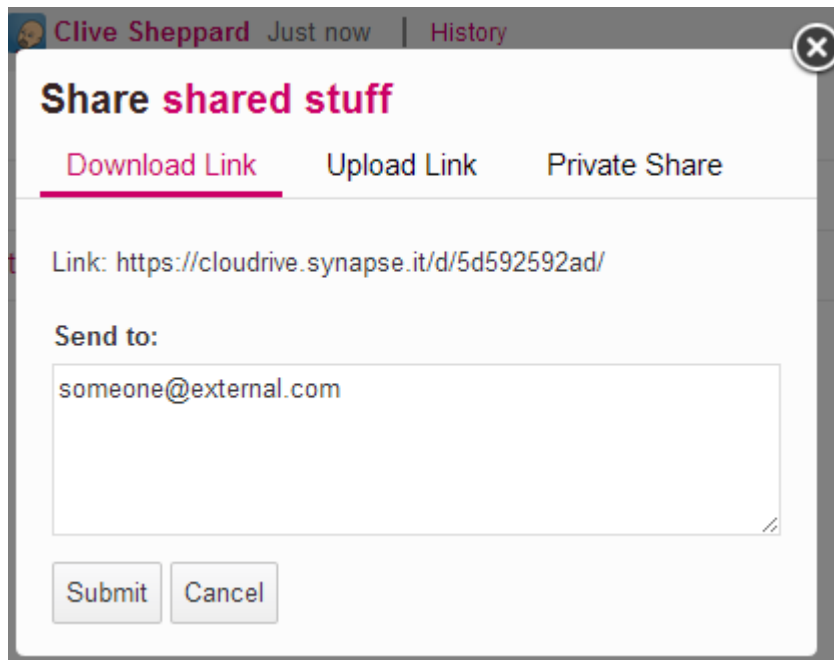


A link is generated to the folder ... this can be highlighted and copied/pasted as required ...



Alternatively clicking “Send” will allow external email addresses to be entered separated by commas. Each recipient will receive an email from the system.

Sharing Files or Folders with Others (External Parties)



Clive Sheppard Just now | History

Share shared stuff

Download Link Upload Link Private Share

Link: <https://cloudrive.synapse.it/d/5d592592ad/>

Send to:

someone@external.com

Submit Cancel

Click "Submit" to send the email.

Successfully sent.

Each recipient will receive an email from the system.

cloudrive A file is shared to you on Synapse Cloudrive - Hi, cs@synapse.it shared a file to you on Synapse Cloudrive: <https://cloudrive.synapse.it/d/5d592592ad/>



Hi,

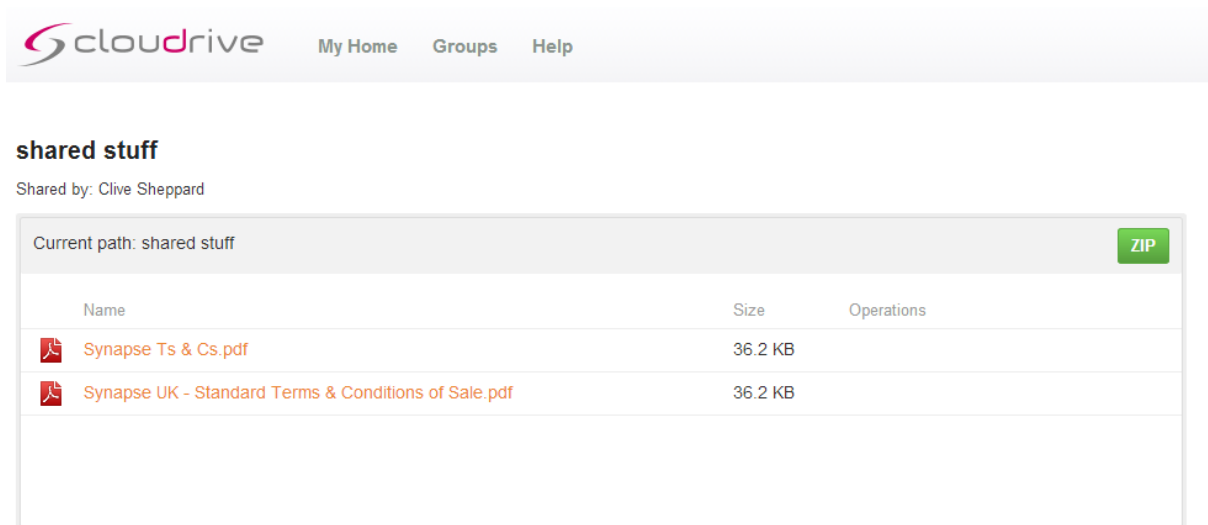
cs@synapse.it shared a file to you on Synapse Cloudrive:
<https://cloudrive.synapse.it/d/5d592592ad/>

Thanks for using our site!



The Synapse Cloudrive team

Sharing Files or Folders with Others (External Parties)

If they click on the link they are taken directly to the folder.



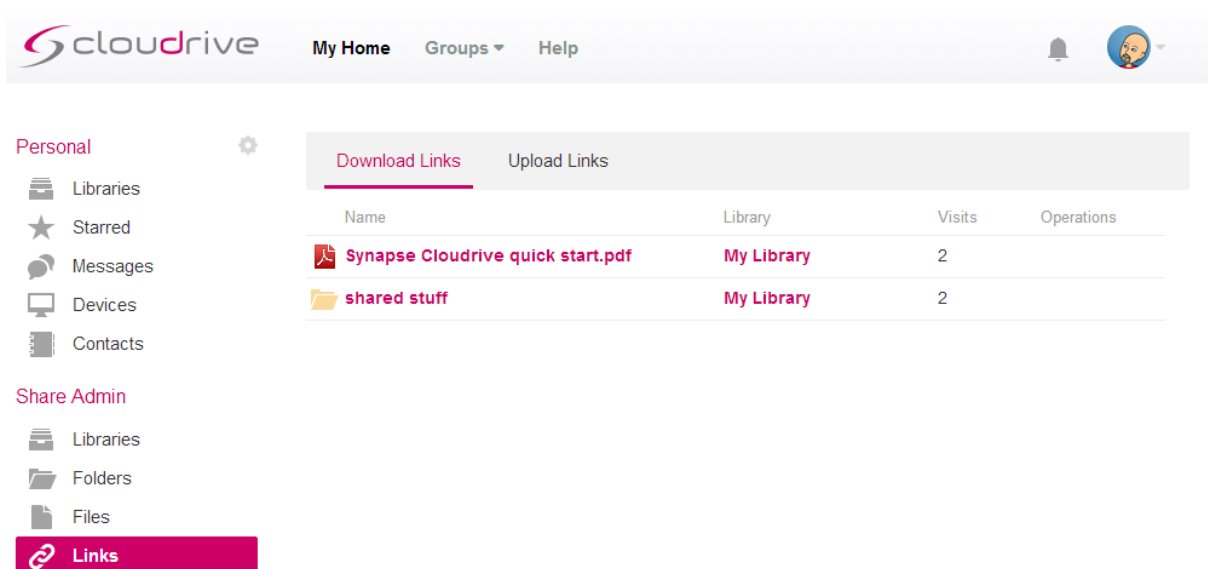
The screenshot shows the ClouDrive interface. At the top, there is a navigation bar with the ClouDrive logo and links for 'My Home', 'Groups', and 'Help'. Below the navigation bar, the page title is 'shared stuff', and it indicates 'Shared by: Clive Sheppard'. The main content area shows the current path as 'shared stuff' and a green 'ZIP' button. Below this, there is a table listing the files in the folder:

Name	Size	Operations
 Synapse Ts & Cs.pdf	36.2 KB	
 Synapse UK - Standard Terms & Conditions of Sale.pdf	36.2 KB	



Files can be viewed online (dependent on file type), downloaded or else the whole folder can be downloaded as a Zip file by clicking the green button.

As with files, you can monitor any links you have sent by clicking on "Links" from the Share Admin menu.

Visits shows the number of times that the URL has been visited.



The screenshot shows the ClouDrive interface with the 'Links' section selected in the Share Admin menu. The navigation bar at the top includes the ClouDrive logo, 'My Home', 'Groups', and 'Help', along with a notification bell and a user profile icon. The left sidebar shows the 'Share Admin' menu with options for Libraries, Folders, Files, and Links (which is highlighted). The main content area displays a table with two tabs: 'Download Links' (selected) and 'Upload Links'. The table lists the following links:

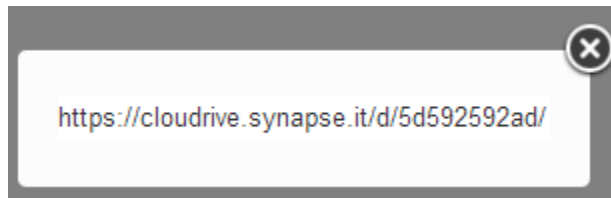
Name	Library	Visits	Operations
 Synapse Cloudrive quick start.pdf	My Library	2	
 shared stuff	My Library	2	

Clicking "View" under Operations allows you to see the URL and copy/paste to others if needed.

"Remove" stops the sharing of the folder.

Sharing Files or Folders with Others (External Parties)

Download Links		Upload Links	
Name	Library	Visits	Operations
 Synapse Cloudrive quick start.pdf	My Library	2	
 shared stuff	My Library	2	View Remove




***SHARING A FOLDER FOR OTHERS TO UPLOAD FILES TO ***




The procedure is almost identical to sharing a folder for downloading purposes. Browse to a folder within a non-encrypted library (ie My Library or a Public Library created specifically to share to others).

Click on the “Share” icon next to the folder.

My Library | My Library | Size: 247.2 KB | [Settings](#) [Trash](#)


My Library / [Upload](#) [New Directory](#) [New File](#)

Added directory "uploads from others" [Details](#) |  Clive Sheppard 10 seconds ago | [History](#)

<input type="checkbox"/>	Name ▲	Size	Last Update ▼	Operations
<input type="checkbox"/>	 shared stuff		2013-02-24	
<input type="checkbox"/>	 uploads from others		10 seconds ago	Download Share ▼
<input type="checkbox"/>	 Synapse Cloudrive quick start.pdf	174.8 KB	9 days ago	

Select “Share” next to the folder

Ensure that “Upload Link” is highlighted and click “Generate”

 Clive Sheppard 10 seconds ago | [History](#)

Share uploads from others

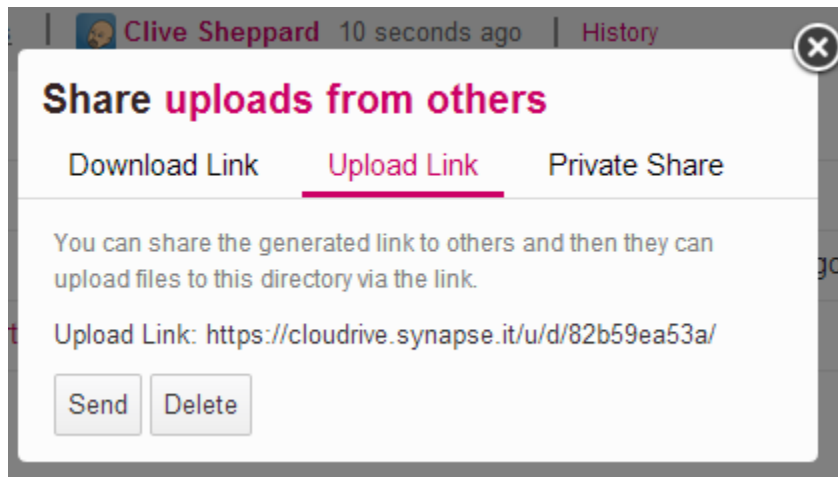
[Download Link](#) [Upload Link](#) [Private Share](#)

You can share the generated link to others and then they can upload files to this directory via the link.

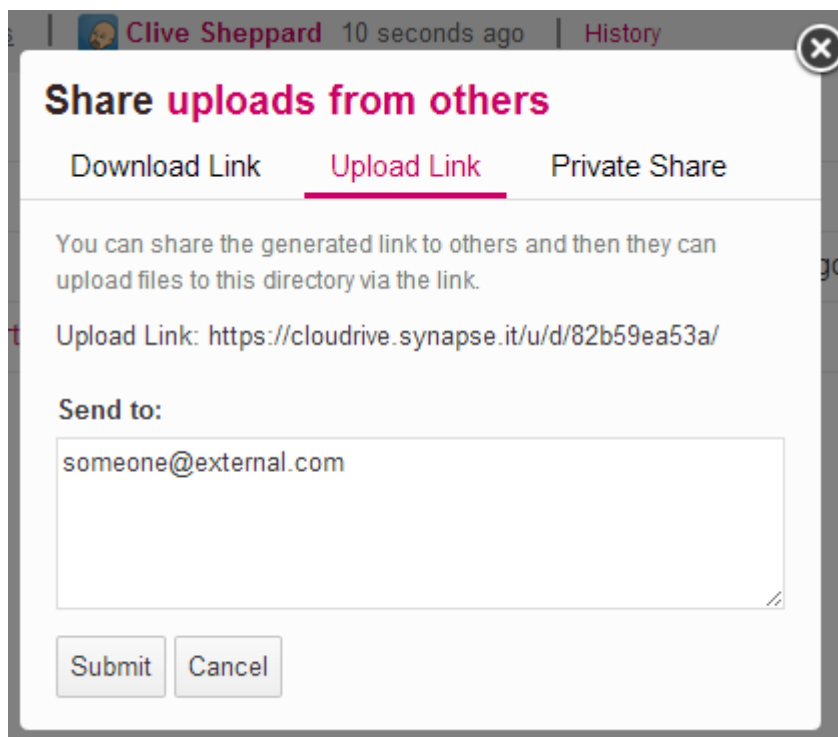
[Generate](#)

Sharing Files or Folders with Others (External Parties)

A link is generated to the folder ... this can be highlighted and copied/pasted as required ...



Alternatively clicking "Send" will allow external email addresses to be entered separated by commas. Each recipient will receive an email from the system.



Click "Submit" to send the email.

Successfully sent.

Each recipient will receive an email from the system.

cloudrive

An upload link is shared to you on Synapse Cloudrive - Hi, cs@synapse.it shared an upload link to you on Synapse Cloudr

Sharing Files or Folders with Others (External Parties)



Hi,

cs@synapse.it shared an upload link to you on Synapse Cloudrive.

You can go to the following page and upload your files:

<https://cloudrive.synapse.it/u/d/82b59ea53a/>

Thanks for using our site!

The Synapse Cloudrive team

If the recipient clicks on the link they are taken directly to the folder.



Upload files to **uploads from others**

shared by: Clive Sheppard

1. Drag & Drop is supported for Chrome, Safari 5.0+, Firefox 4.0+, IE 10.0+
2. File size should be smaller than 0 bytes

They can browse to files on their system and add them for upload. Once ready, they can click “Start” next to individual files or else “Start All” to upload a batch of files.

Upload files to **uploads from others**

shared by: Clive Sheppard

1. Drag & Drop is supported for Chrome, Safari 5.0+, Firefox 4.0+, IE 10.0+
2. File size should be smaller than 0 bytes

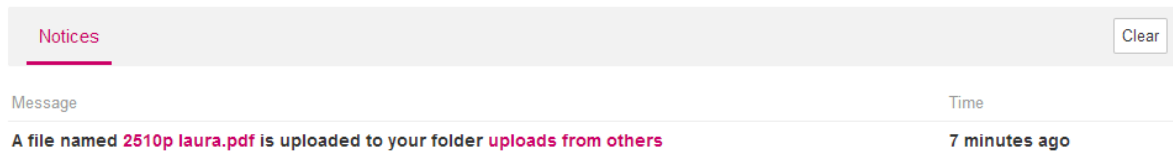
2510p laura.pdf 49.46 KB

Sharing Files or Folders with Others (External Parties)

When files are uploaded you are notified within Cloudrive. The number of unread notices is shown at the top right of the screen.

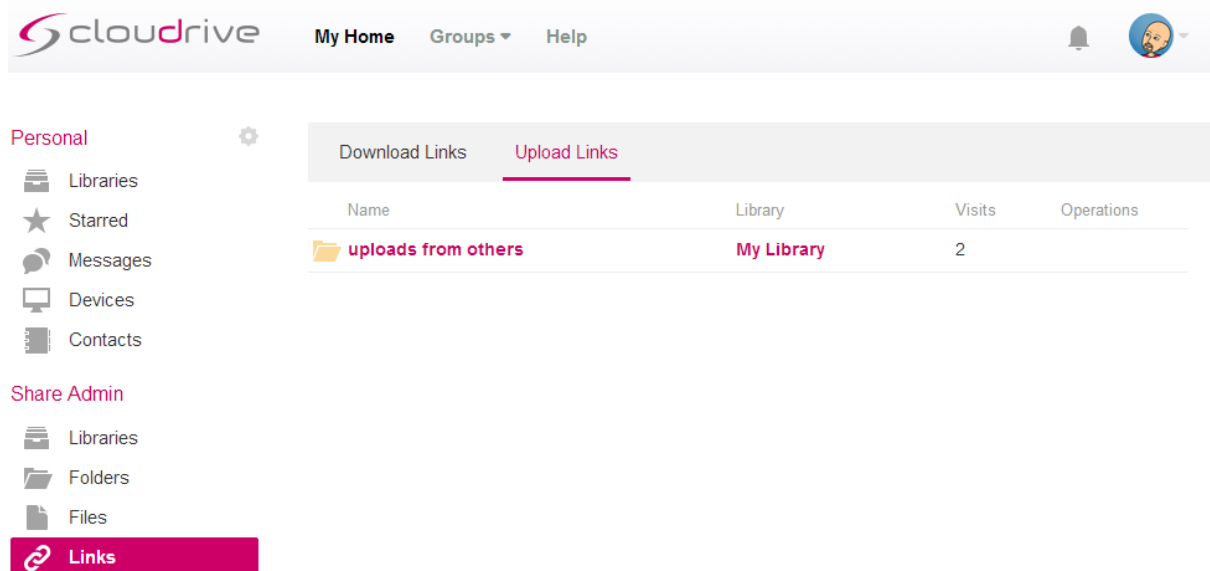


Clicking on the bell icon shows your recent notices.



As with Download Links, you can monitor any links you have sent by clicking on “Links” from the Share Admin menu and then select the “Upload Links” tab.

Visits shows the number of times that the URL has been visited.

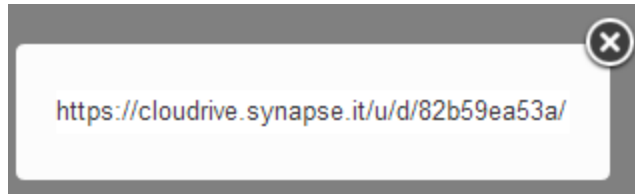


Clicking “View” under Operations allows you to see the URL and copy/paste to others if needed.

“Remove” stops the sharing of the folder.



Sharing Files or Folders with Others (External Parties)



*** PRIVATE SHARES ***

Private shares are not covered by this documents as they are a way of sharing specific subfolders or files with colleagues on the system – ie sharing with internal parties.