

# External Share in vBoxxCloud

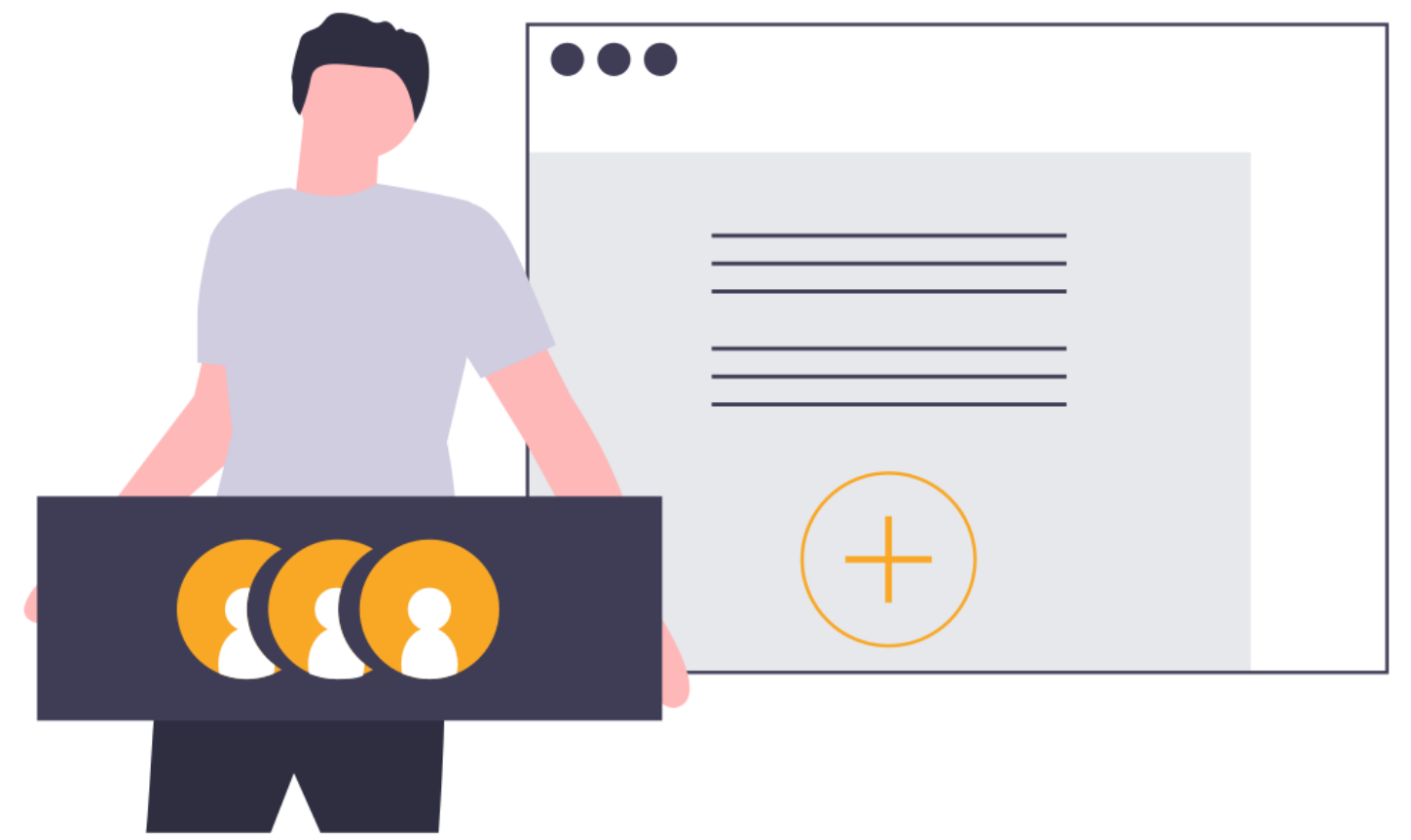
Do you want to securely share files outside of your organization? You can do this with the free guest users of vBoxxCloud.



# Free guest accounts for all of your clients and associates

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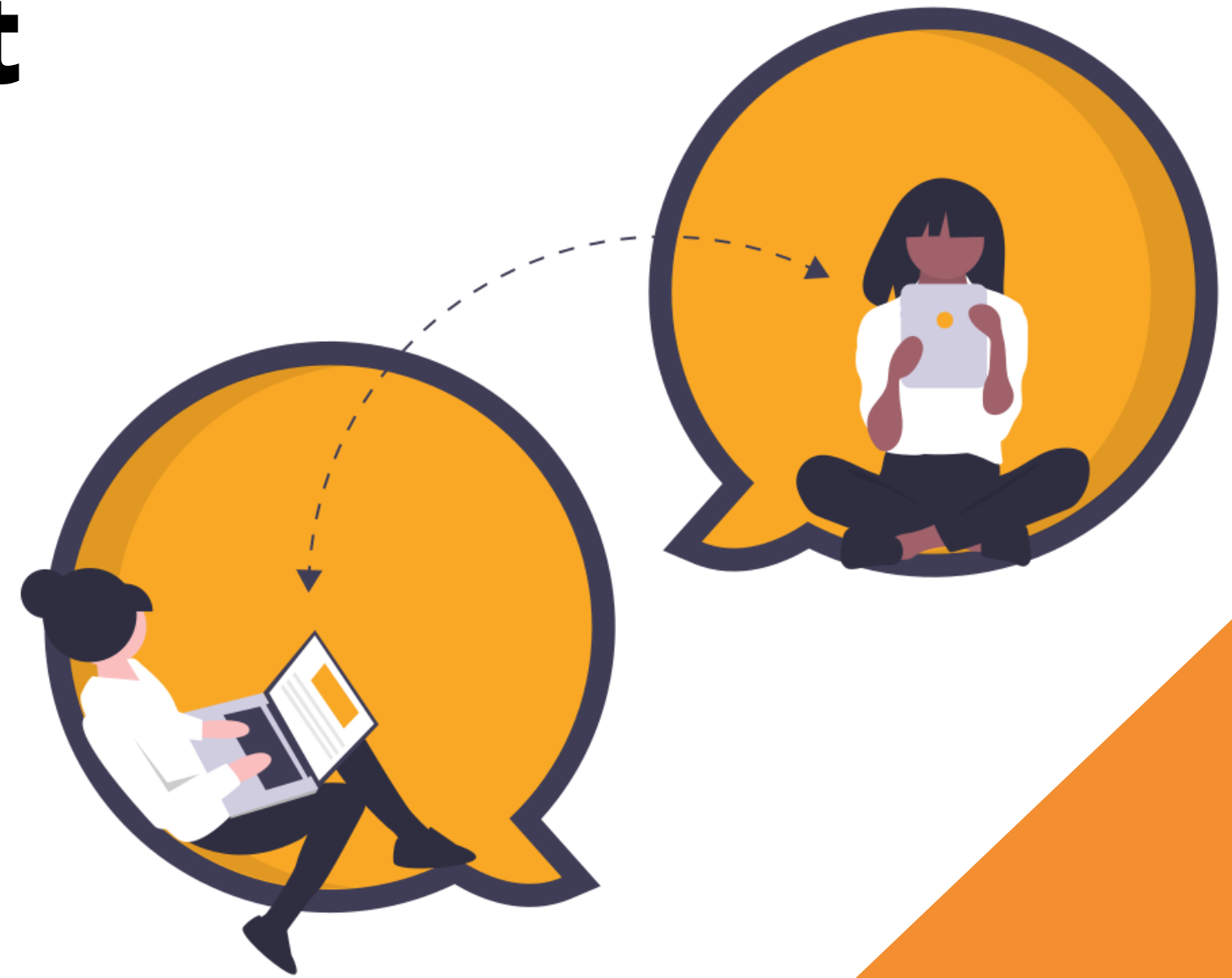
Do you want to share files outside of your organization? Use **free guest users** to securely share the files with others. These users can be created **indefinitely** and all of them will receive their own login details. They can only see the files that you shared with them after logging in. For example, give a guest account to all of your customers and also indicate whether they should be able to **upload, modify** or **delete files**.



# Advantages of free guest accounts

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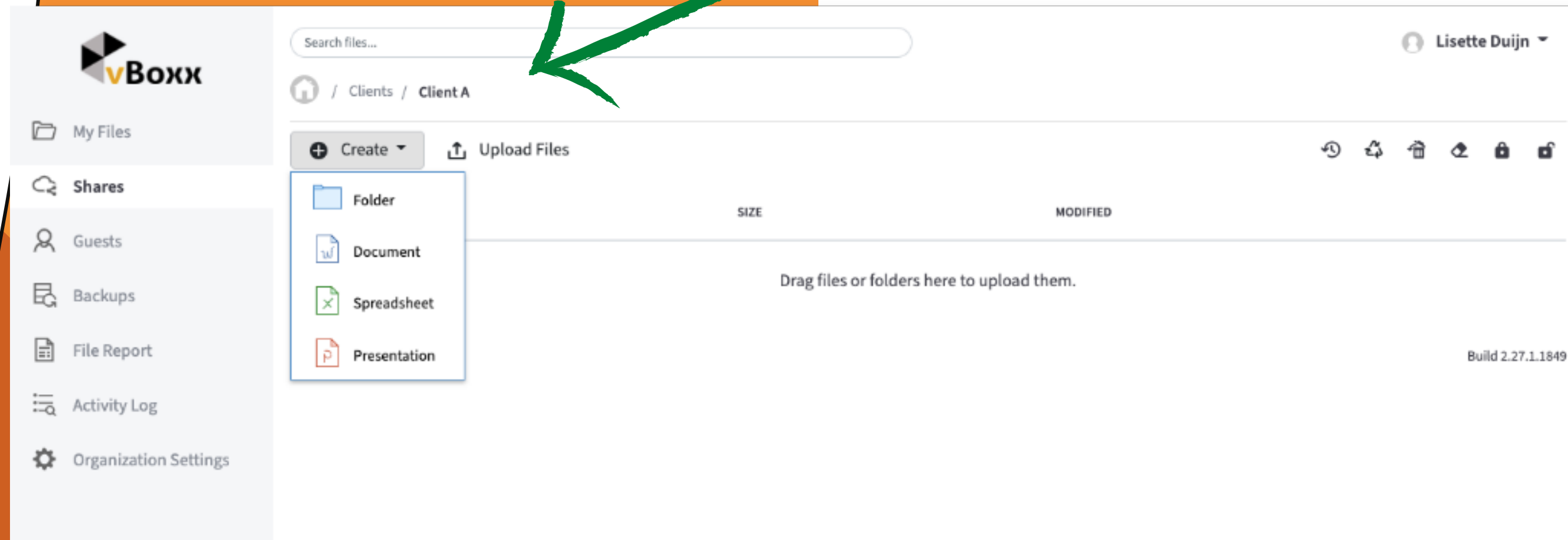
- Create unlimited free guest accounts.
- Guest users can only access the shared files through the web browser.
- Files are securely encrypted online.
- Monitor the activities of guest users.



1

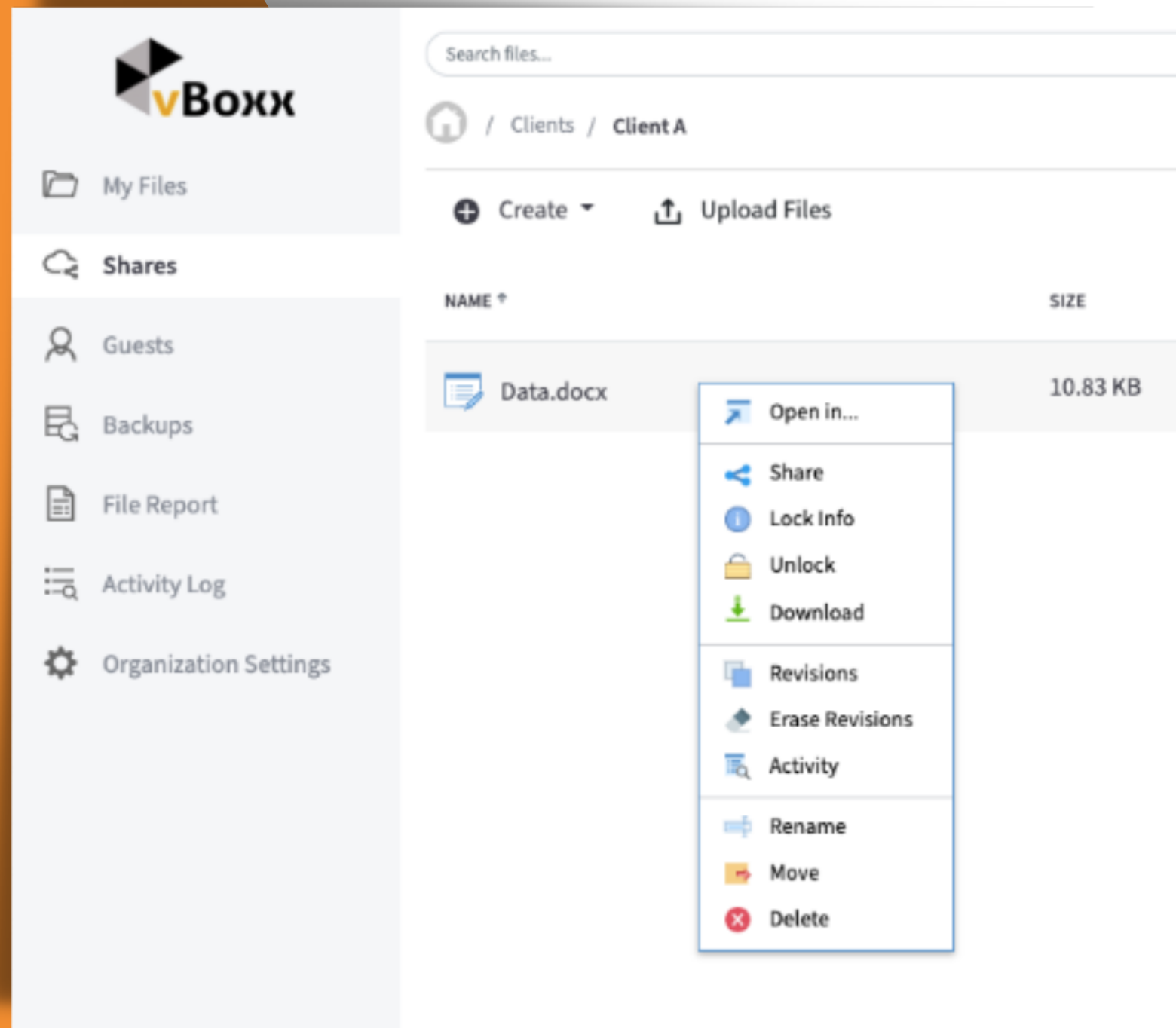
# Create folders

You can create folders and documents in "**My Files**" and organize them into different folders. This can also be done via your own computer with our **synchronization app**. Everything is automatically synchronized with the cloud.



# 2

## Share files outside of your organization



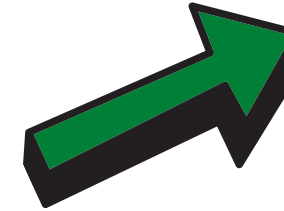
You can then share the files in this folder with others outside your organization.

Right click on the file or folder, and then press **"Share"**

The persons concerned can only see the files in the shared folder.



# Option 1: Secure Share



1. Enter the **e-mail address** you want to link to the selected folder **(1)**.
2. Select whether the guest user can **modify**, **upload** or **delete** the files **(2)**.
  - A new guest account is automatically created.
  - Get notified when the guest user uploads or downloads files **(3)**.

Share Access

Secure Share

Public Share URL

Copy

Allow anonymous users to edit files

Expiration Date

Notify on Upload?

Notify on Download?

Recipients

Notify

New Recipients

Everyone

None

Message

NAME	CAN MODIFY	CAN DELETE	REMOVE
Guest Account guest@user.nl	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Share

# Option 2: Public share with a link

- Would you rather not have guest users on your account?
- Copy the URL link and send it to the selected people.
- Anyone with this link can view the files in the selected folder.

Share Access

Secure Share

Public Share URL

<https://web.vboxx.nl/shares/folder/B80QckWWAOw/> Copy

Allow anonymous users to edit files

Expiration Date

Notify on Upload?

Notify on Download?

Recipients

Notify

New Recipients

Everyone

None

Message

NAME	CAN MODIFY	CAN DELETE	REMOVE
Guest Account guest@user.nl	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Cancel Share

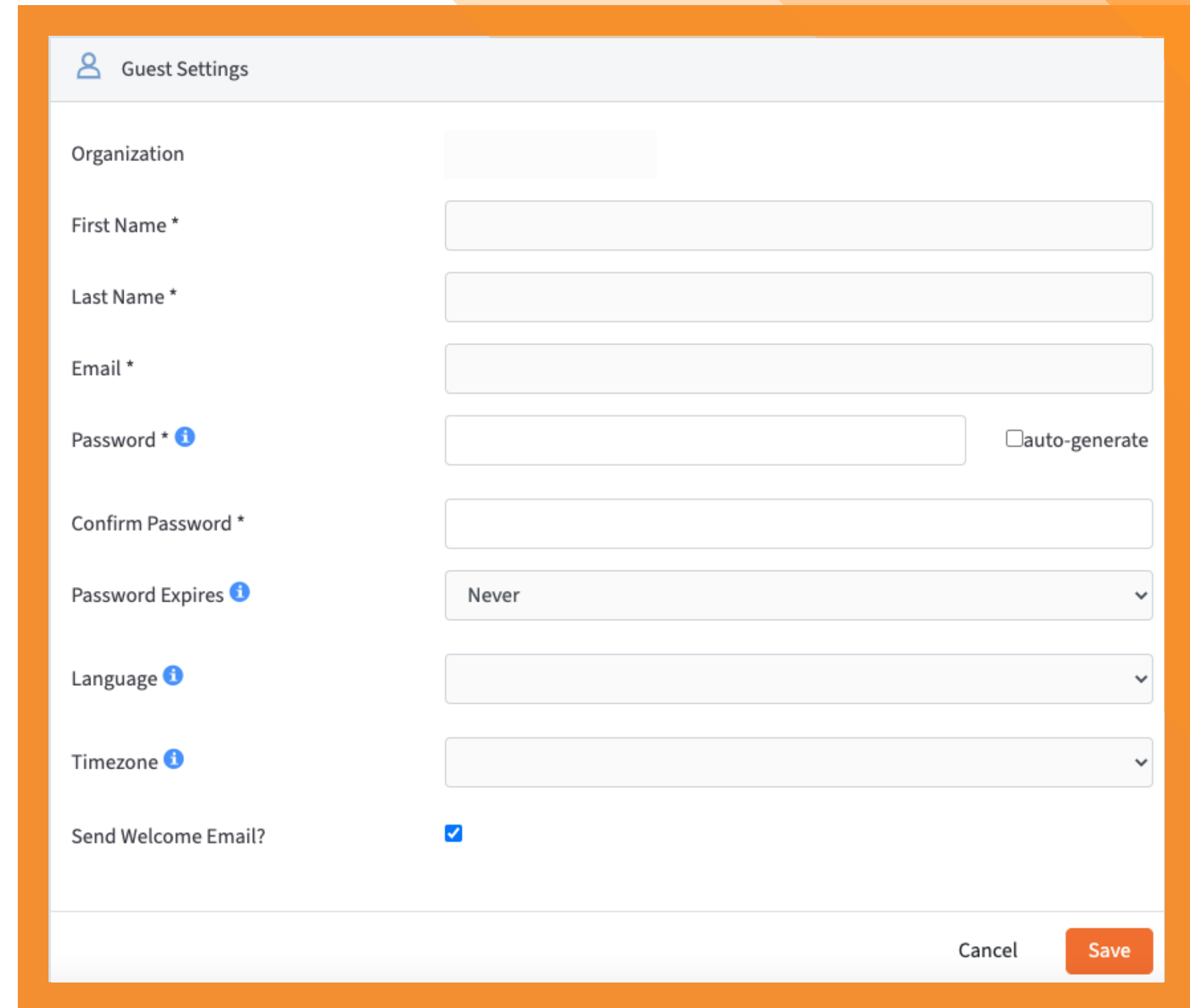
# Tip: Create guest accounts in advance

*Via: Accounts > Guests > Create Guest Account*

It is easier to create guest accounts in advance and give them a name per user.

These accounts will then appear when you want to share a file with an external user.

All activities of the guest users can be monitored by the administrators.



The screenshot shows a 'Guest Settings' form with the following fields and options:

- Organization: Text input field
- First Name \*: Text input field
- Last Name \*: Text input field
- Email \*: Text input field
- Password \*: Text input field with an 'i' icon and an 'auto-generate' checkbox
- Confirm Password \*: Text input field
- Password Expires: Dropdown menu with 'Never' selected and a downward arrow
- Language: Dropdown menu with a downward arrow
- Timezone: Dropdown menu with a downward arrow
- Send Welcome Email?: Checked checkbox

At the bottom right, there are 'Cancel' and 'Save' buttons.



**With vBoxxCloud, you can be assured that files can be shared with colleagues securely!**

Find out more about our product at: [vBoxxCloud Homepage](#).

Do you have any questions? [Contact Us](#).

