

# How to share your files internally with vBoxxxCloud?

Share your files securely with colleagues



# Easily collaborate with colleagues in times of COVID

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**vBoxxCloud gives you the opportunity to:**

- Collaborate with colleagues in a safe environment.
- Share files securely from anywhere.
- Quickly sync files to any device.
- Work offline from your own computer.



More info: [Online collaboration](#)



# Work in Team Shares

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- Share and work with multiple users at the same time in the same team folder. You can immediately see each other's adjustments.
- Determine how and which users have access to that shared folder.



# Shares > Create Team Share

Press the button:  
**"Create Team Share"**

Choose a name for the folder and add the users you want to share files with in the folder.

The screenshot displays the vBoxx web interface for creating a team share. The left sidebar contains navigation options: Organization (highlighted), My Company, My Files, Dashboard, Accounts, Machines, Shares, Backups, Activity, Reports, and Settings. The main content area is titled 'Team Share Settings' and includes the following fields and options:

- Share Name: (empty text input)
- Organization: My Company (dropdown menu)
- Team Share Name: (empty text input)
- Auto Lock Word/Excel/PowerPoint Files?:
- Allow Subscription Notices via Email?:
- Description: (empty text area)
- Subscribers: A search bar with 'USERS OR GROUPS' and a 'Clear' button, followed by a list of subscribers with a 'PERMISSION' column.

Subscribers	PERMISSION
> Groups	...
* Accounts	...
> Debian, John (vboxxclouduser@vboxx.nl)	...

# Determine user rights

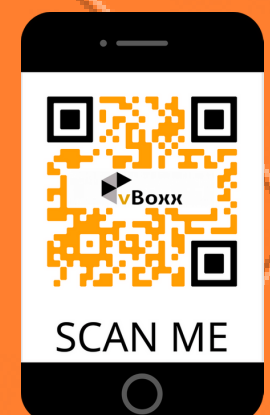
Specify permissions for: Duijn, Patrick

ROLE	ITEM (FOLDER & FILE)						FILE					FOLDER		
	OWNER	TRIM	PURGE	DELETE	SHARE	SYNC	VIEW	PRINT	READ	WRITE	WEB EDIT	LIST	CREATE	DELETE
<input type="radio"/> Co-Owner	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<input checked="" type="radio"/> Collaborator	✗	✗	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="radio"/> Editor	✗	✗	✗	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓
<input type="radio"/> Web Editor	✗	✗	✗	✓	✗	✗	✓	✗	✗	✗	✓	✓	✓	✓
<input type="radio"/> Viewer	✗	✗	✗	✗	✗	✓	✓	✓	✓	✗	✗	✓	✗	✗
<input type="radio"/> Previewer	✗	✗	✗	✗	✗	✗	✓	✗	✗	✗	✗	✓	✗	✗
<input type="radio"/> Uploader	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✓	✓	✗

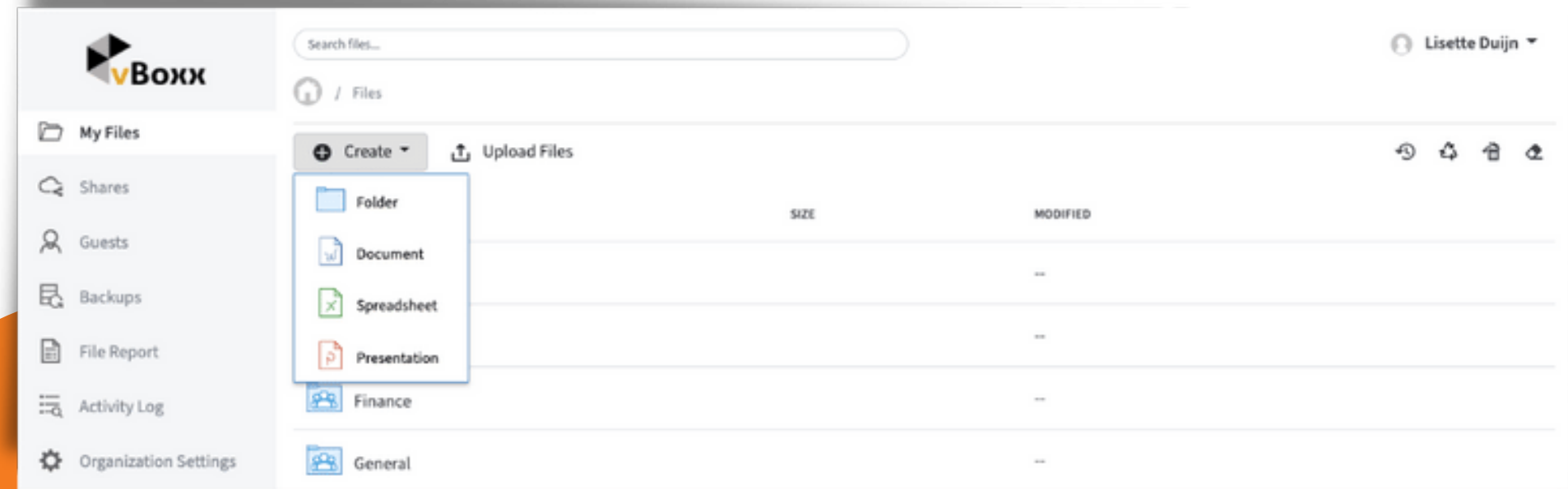
Close

Determine the correct permissions per user and ensure that users can only edit files if specified.

More info on:  
[User Rights](#)



# Work in shared team folders



## 01 Via the web browser

Users added in the team folders can create documents securely and collaborate with colleagues in real-time.

## 02 Via your computer

Users can also work from the computer as usual. Team shares synchronize to your own computer.

**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](#).



TrustScore 4.7 out of 5