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Send folders or files with download links

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You can create download links to facilitate acces of files and folders to workmates, no matter where they're from

How to create a download link ?

- Go to your NetExplorer platform and spot your files or folders.
- Select or right-click the file or folder you need then choose 🔛
- The following window display

Send documents			×
Add files or folders		Send by Email	<u>ال</u>
Nouveaux Tests	Θ	Edit Message 💿	
		Access to documents	Preview and download 🗸 🗸
		0 Recipient(s)	🕀 Add
			Send
		Send by Link	
		Create a sharing link	

You have 2 possibilities to create your share, by email (default), or by link.

Create a share mail :

In the left part of the window above, you'll find the documents you want to share by mail. You can also add items by dragging and dropping them or selecting them by clicking on this button

You can also click on the parameters button 🗵

In this window, you can configure your mailing share with the elemenrts below :

Settings		×
Share link name	1	
Customize the name of the share link		
e.g.: Document sharing		
Expiration date	2	
Set an expiry date for sharing the document(s)		
14/07/2025		
Protection	3	>
Download receipt	4	
Single download	5	
Share must be in "download only" mode		

- 1. You can add a name to your sharing mail
- 2. You can add an expiration date to this link (default 30 days)
- 3. Protection by :
 - Password : a new area appears up to enter a password. Be careful, the fololowing caracters + & ? % = are to be avoided, as then can break the link. A password appears, by default, you can also define it

Save

- SMS : a validation code will be sent to your recipient, so you'll be asked for his phone number (this option isn't available for sharing by link)
- 4. You can define a download receipt.
- 5. You can define a single download for your folder or file, available only for downloadonly sharing.

Once the configuration's done, you can click on \blacksquare

You define then, the writes to apply on your share, by choosing in the area shown below

×

You only have to add your recipient mail adress by clicking on the button igsquare

You can also modify the body and the object of the sharing mail by clicking on the button

×

Then you can add up to 50 users.

 \rightarrow When you've done on the operations, you can click the Send button. Then the mail will be sent by your platform.

Create a share link :

If you want to create a share link, that you'll be able to manage as to sending, click on 🗵

In the window you can see, you'll be able to configure your sharing, as you can do it for a mail sharing and choose the type of message you want.

Once your configuration done you only have to click on the copy button

Send documents				×
Add files or folders		Send by Email		
Nouveau dossier 21.9 Ko	Θ	Send by Link Create a sharing link Access to documents https://ne-next.netexplorer.pro/s	Preview and download Preview Download Preview and download Modify	۱۹۱

This section is reserved to platform administrator

Use sharing mail in order to find recipients who dowloaded from your link, in events.

To view a link and its content, the adminsitrator will need the link key, which is the alphanumeric string after the last symbol /

He can then past this key, into the link administration page provided for it.

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