

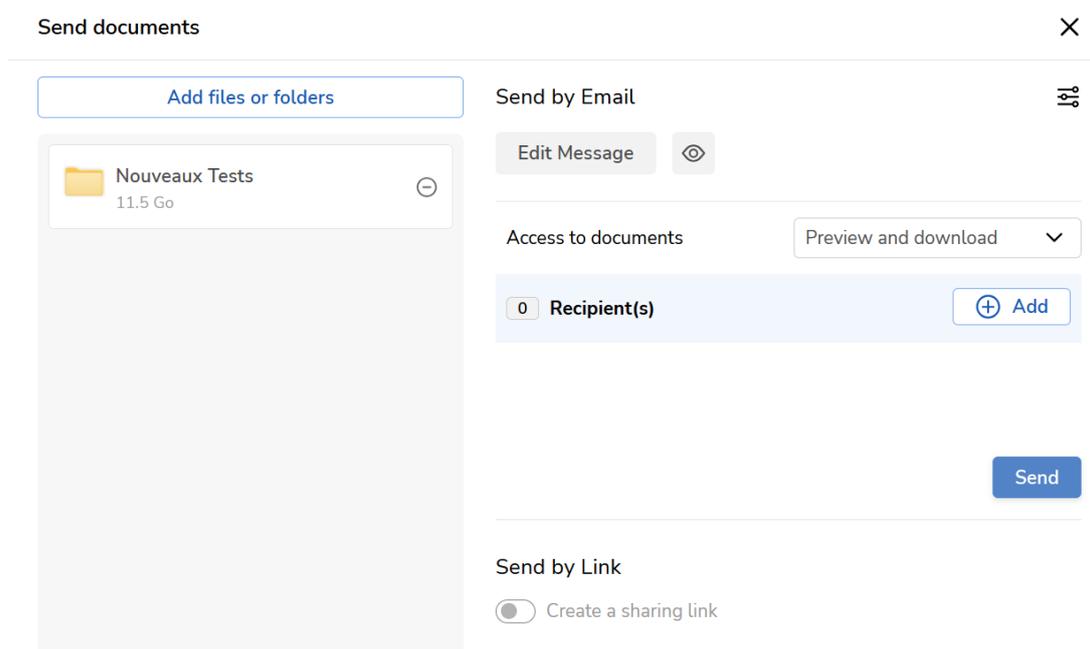
Send folders or files with download links

Nicolas ARBOUIN - 2025-05-20 - Share your files

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



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 elements below :

Settings
✕

Share link name

Customize the name of the share link

e.g.: Document sharing

1

Expiration date

Set an expiry date for sharing the document(s).

14/07/2025
📅

2

Protection

3

>

Download receipt

4

Single download

Share must be in "download only" mode

5

Save

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 following characters + & ? % = are to be avoided, as they can break the link. A password appears, by default, you can also define it
 - 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 download-only sharing.

Once the configuration's done, you can click on 

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 address by clicking on the button 

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.

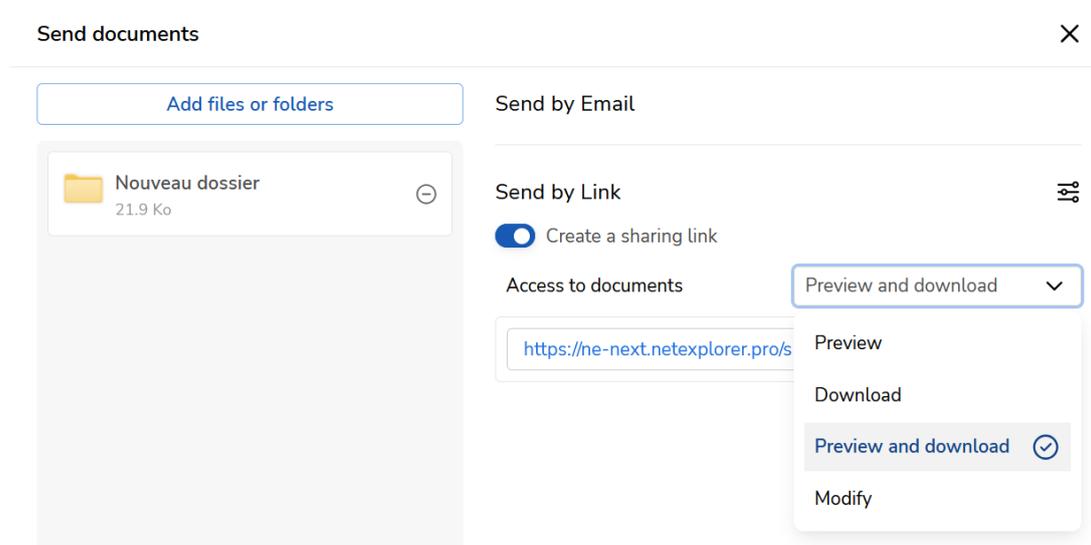
→When you've done on the operations, you can click the Send button. Then the mail will be sent by your platform.

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



This section is reserved to platform administrator

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

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

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



Tags
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