NetExplorer

Receive folders or files from an upload link

Nicolas ARBOUIN - 2025-08-27 - Use your platform

You need to receive files from someone ? Upload links are just made for you !

Create your upload mail or link

Upload links will allow you to receive files inside a choosen folder, no matter what size or number of files.

- **Go to your NetExplorer platform**
- Spot your folder.

- Right click on folder and select
- The following window then displays :

Receive Documents   ✕

📁 Comptabilité

Send by Email

Edit Message   👁

| 0 Recipient(s) | ⊕ Add |

Send

Send by Link

◯ Create a sharing link

Share your upload link by mail

The default choice show you the sending upload link by mail. You can configure some parameters by clicking on

the button

You'll open then then following window

Settings   ✕

Deposit Link Name
Customize the deposit link name   **1**

[e.g.: Document request]

Expiration date
Set an expiration date for the deposit link of this(these) document(s).

[14/06/2025   📅]   **2**

Protection   **3**   ›

Notify me of deposits in this folder   **4**   ⬤

Proof of deposit   **5**   ⬤
Recipients are notified by email of the deposits they have made.

[**Save**]

1. The possibiliy of giving a name at your upload mail, to find it easylie
2. The possibility of giving an expiration date (following the parameters pre-integrated by your administrator)
3. Set up protection for your link :
   - By password : a random indicator will then suggest a strong password, you'll have the possibility to change it
   - By 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 upload by link)
4. If this item is active, you'll get a mail alert to tell you that uploads have been done.
5. If this item is active, your recipient will get a mail alert on the uploads they have maid.

Share your upload simply by link

You will create a deposit link which will be distributed by your own means, you will have the possibility of

configuring different elements, by clicking on the button ⸘

Th following window appears :

Settings

✕

Deposit Link Name   **1**

Customize the deposit link name

e.g.: Document request

Expiration date   **2**

Set an expiration date for the deposit link of this(these) document(s).

14/06/2025

Protection   **3**   ❯

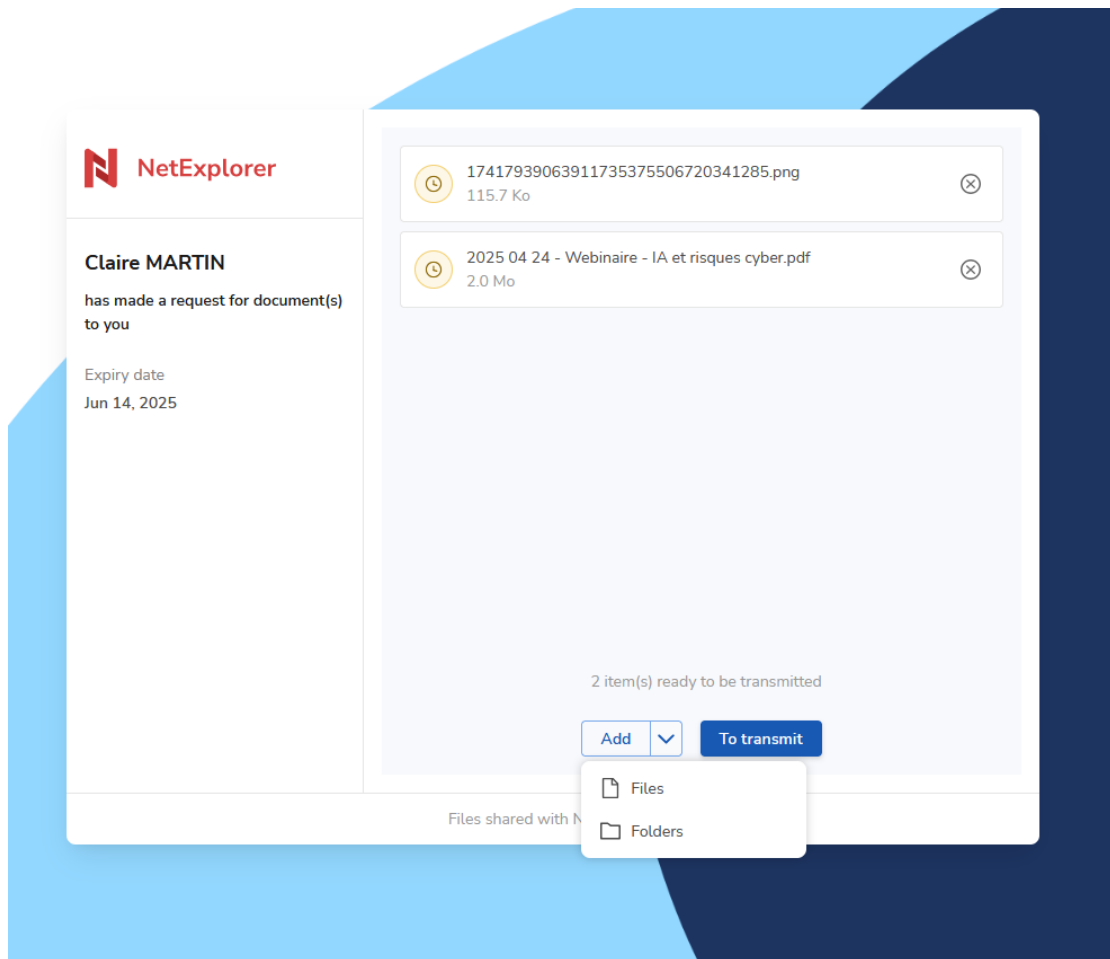### Notify me of deposits in this folder   **4**

⬤

Save

1. The possibiliy of giving a name at your upload link, to find it easily
2. The possibility of giving an expiration date (following the parameters pre-integrated by your administrator)
3. Set up protection for your link :
   - By password, a random indicator will then suggest a strong password, you'll have the possibility to change it
4. If this item is active, you'll get a mail alert to tell you that upload have been done.

Then you can click on the button   to create your link.

On your recipient side

When your recipient acceded at your link, he can see the following window

Two possibilities :

- Use the drag-and-drop function: select items on is computer and drag them onto the dedicated page.
- Click Add to select files or folders on your contact's computer.
- Your recipient can also delete a file or folder, if he's mistaking, by clcking on the cross in the right.

The recipient only had to click on the button To transmit, for uploading the elements.

Notes

 Your link will be like :*https://yourplateformname.netexplorer.pro/ul/Cum4rfW3YZ*(your plateform name and an automacaly calculated key)
 It's impossible to upload empty folders
 This upload link doesn't allow access to your platform.

- Tags
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