

Sharing Cloud Files

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Existing service guidance

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Share with named recipients when possible and grant only the permissions they need.

Before you start

Use the access and features actually assigned to your account. Keep a rollback or recovery route before changing existing service settings.

Steps

1. Choose the exact file or folder and check that it contains no unintended private material.
2. Use the supported named-user or link-sharing control.
3. Set available expiry, password and download/edit restrictions appropriate to the content. Deliver any password separately.
4. Test access using the intended recipient context, then revoke the share when it is no longer needed.

Verify the result

The recipient can access only the intended content and a revoked link no longer works. Possession of a link may grant access.

Help and related information

Contact support, service status, and Customer Access. Never send passwords or recovery codes.

Official Nextcloud user manual. Client features vary by platform and version.