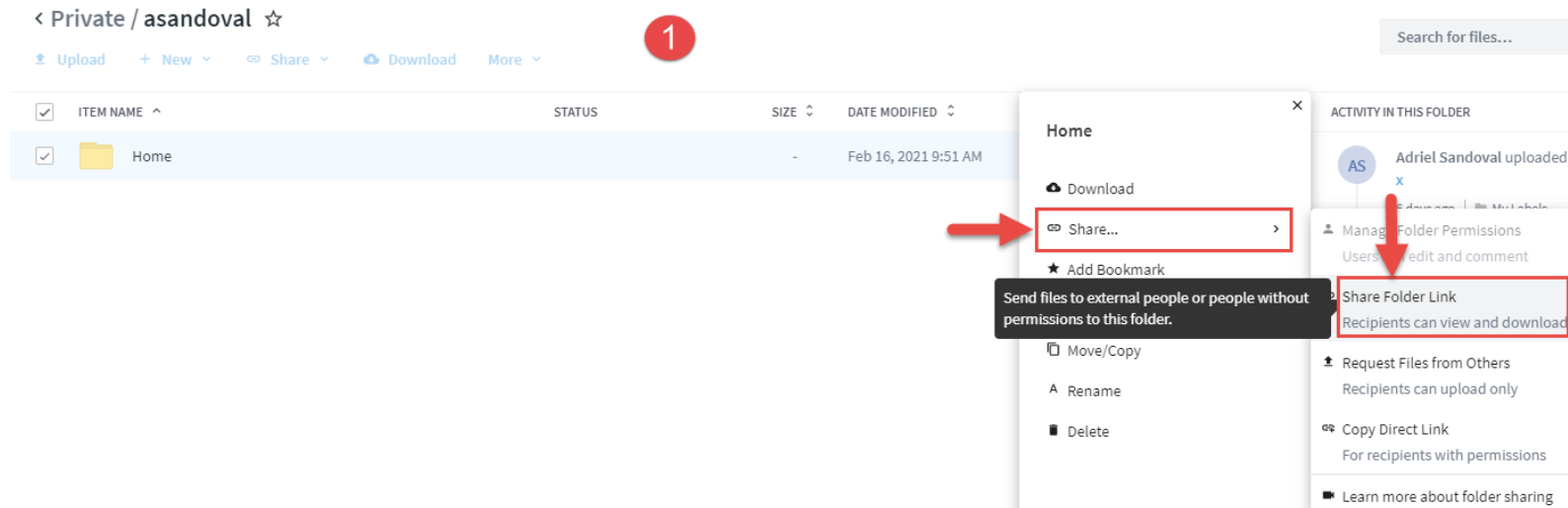# Create a Shared Link with Egnyte

Note: Only Private folders can create a public link Anyone can access (Internal & External users)

- Select the folder or file you're creating a link from
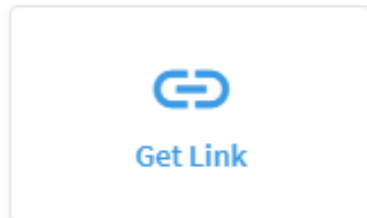- Click **Share**
- Select **Share Folder Link**

- **Change link options** if you need to adjust expiration date, who will have access, more options

- Main link options window where you can look what you need adjusted
  - **Who will have access?**
    - Anyone
    - Anyone with a password
    - VGS File Server users
    - VGS File Server users I email this link to
  - **Link expires**
    - Leave checked and select a date
    - Uncheck if you don't need it to expire
  - **Notify me when link is clicked**
    - Personal preference, it'll send you an email notification if checked
  - **Add folder name to link**
    - Personal preference, instead of just characters, it'll have the file or folder name in the link to make it easier to distinguish

Public link for folder "Home"

3

Who will have access?

| Anyone | ▼ |

☑ Link expires

| on date | ▼ | | Mar 9, 2021 |

☑ Notify me when link is clicked

☐ Add folder name to link

🔗
Get Link

OR

✉
Email Link

Cancel

- Changing **Who will have access?** (If you don't see 'Anyone' as an option to select, then you're in a folder location where only VGS users can access)

Public link for folder "Home"   ④

Who will have access?

Anyone ▲
Anyone
Anyone with a password
VGS File Server users
VGS File Server users I email this link to

☐ Add folder name to link

🔗
Get Link

OR

✉
Email Link

Cancel

- **Get Link** or **Email Link**
  - **Get Link** will display the link right away and can be copied instantly
  - **Email Link** will have an email address(es) field and Message (optional) and you can send the link

Email addresses

Message (optional)   ⑤

☐ Send a copy of this email to myself

Cancel   Send