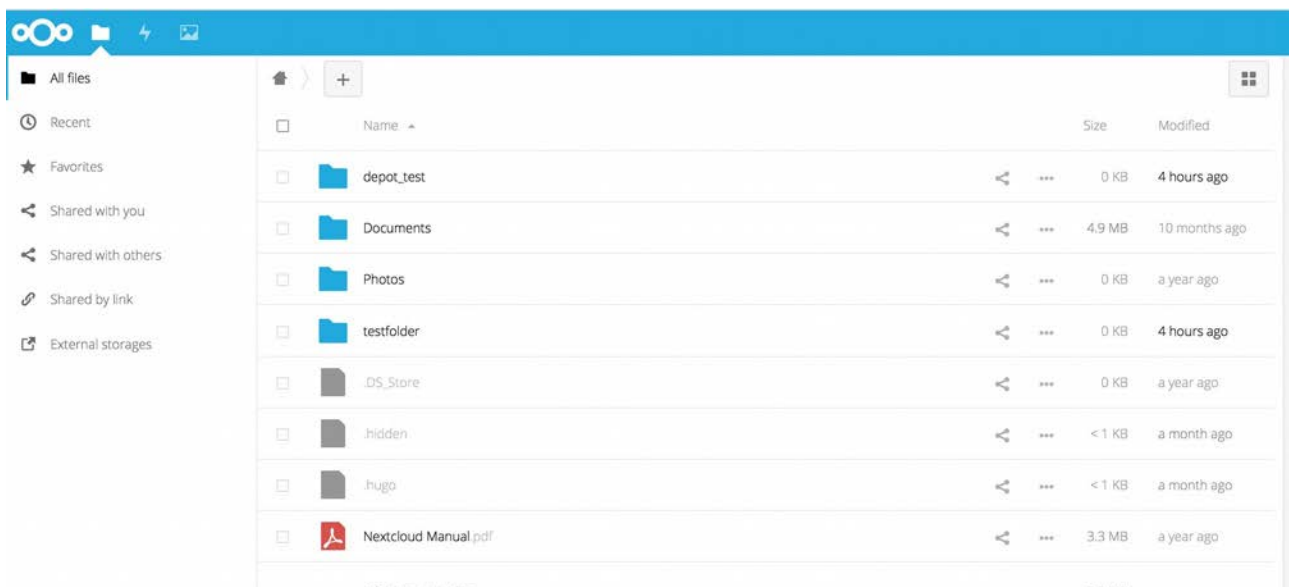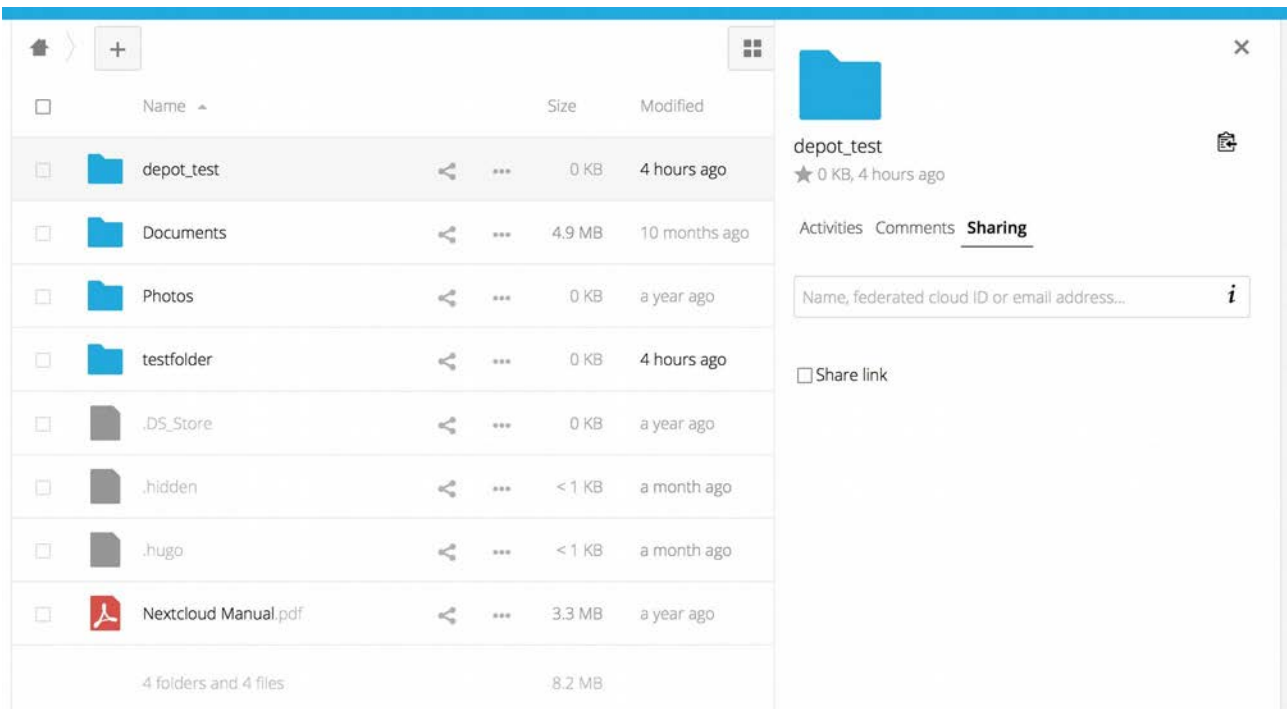# Using the cloud server as a file hosting service

As a member of the University of Konstanz, you can sign into the cloud server

cloud.uni-konstanz.de

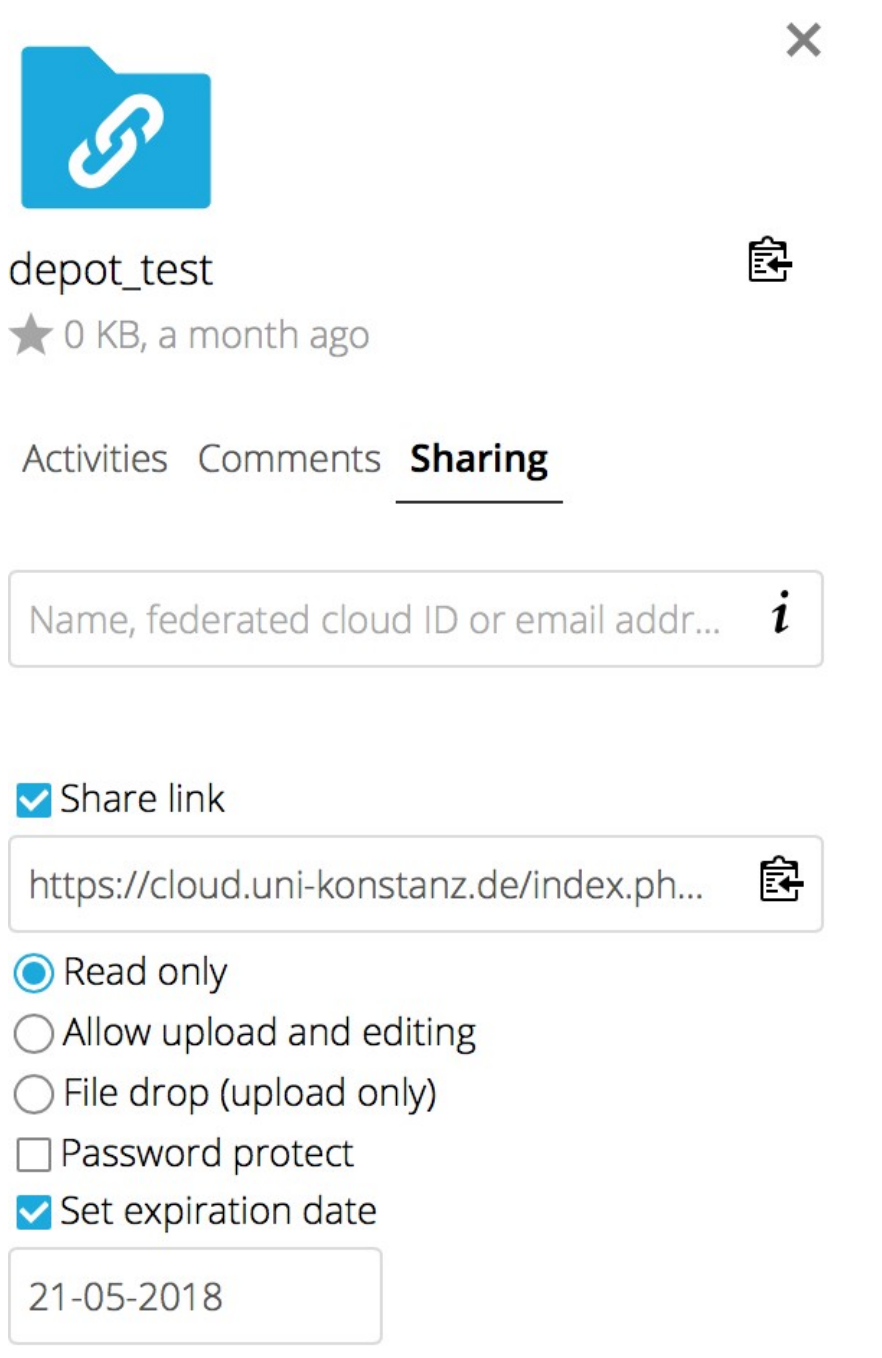to share files and folders with external users or provide them the opportunity to store data within a folder.

As an example, we will create a folder with the name "depot_test" by using the + symbol.

Now click on the "share" symbol < for the "depot_test" folder, which opens a window on the right.

Select "Share link" in this window.

depot_test

★ 0 KB, a month ago

Activities Comments **Sharing**

Name, federated cloud ID or email addr... *i*

☑ Share link

https://cloud.uni-konstanz.de/index.ph...

◉ Read only
◯ Allow upload and editing
◯ File drop (upload only)
☐ Password protect
☑ Set expiration date

21-05-2018

You can now share the URL for this folder via email, for example.

Depending on which option was selected ("Read only" or "Allow upload and editing"), the email recipient may either only read or read and modify the data by opening the link in an Internet browser.

Please note: after the expiration date, only the "Share link" URL will be deleted, not the corresponding file or folder.