



How to share folders/files via CERNBox

<https://cernbox.cern.ch/>

There are two ways of sharing, each serves a different purpose:

- **Share with people:** when you want to setup a longer term collaboration with other CERNBox users and also to synchronise the shared folders locally.
- **Share publicly:** for ad-hoc sharing of files/folders via web only, and also for sharing with people who do not have CERNBox account (outside people).

STEP 1

1 Click on All files

2 Click on + New

3 Select folder

4 Type the name of the folder

Create a new folder

Folder name

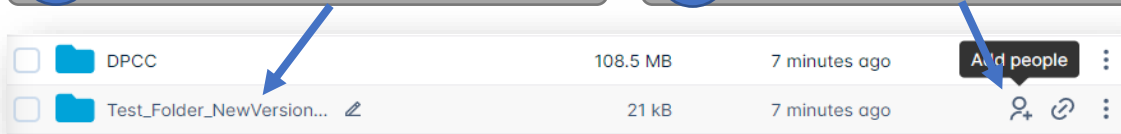
Test_Folder_NewVersionCERNBox

Cancel Create

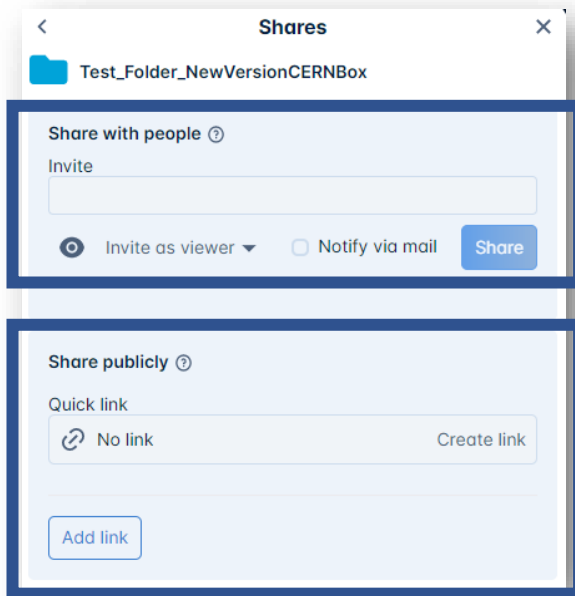
STEP 2

1 Select the folder you created

2 Click on the Share icon



3 Click on one of the sharing methods



Share with People: CERN accounts, e-groups, service and secondary accounts and Guest

Share publicly: For people from outside or for temporary sharing

STEP 3 – Share with people

1 Select people with a computing account

Select an e-groups

Use prefix a: to select a service or a secondary account,
Use prefix l: to select a Guest via a lightweight account.


2 Select option Viewer or Editor

3 Copy the link created or send an automatic email to the concerned person

Share with people ⓘ

Invite


mgt-gtpa

 mgt-gtpa
Group

Share with people ⓘ

Invite

a:faphe


 FAP Head Office
faphead - fap-head.office@cern.ch

Share with people ⓘ

Invite

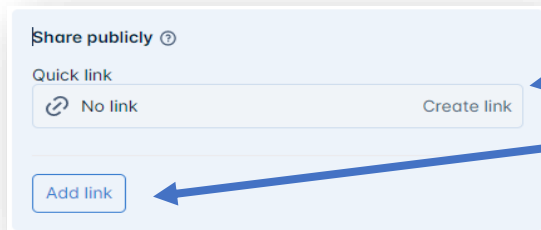
☒ Invite as viewer ▼ ☐ Notify via mail Share

☒ **Viewer**
Download, preview and share ✓

 **Editor**
Upload, edit, delete, download, preview and share

N.B.
Respect retention
periods and delete
your documents.

STEP 4 – Share publicly



Share publicly ⓘ

Quick link

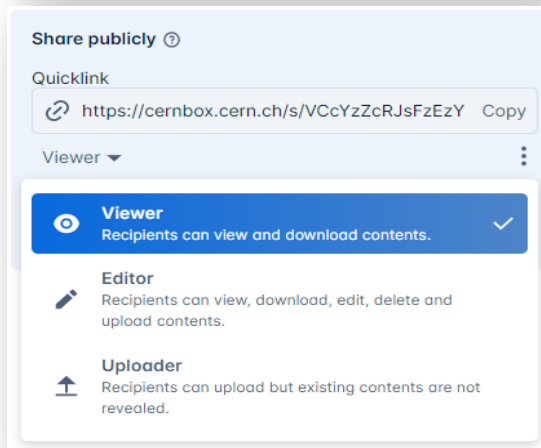
No link Create link

Add link

1

Click on Create link or Add link

N.B.
Respect retention
periods and delete
your documents.



Share publicly ⓘ

Quicklink

https://cernbox.cern.ch/s/VCcYzZcRJsFzEzY Copy

Viewer ▾

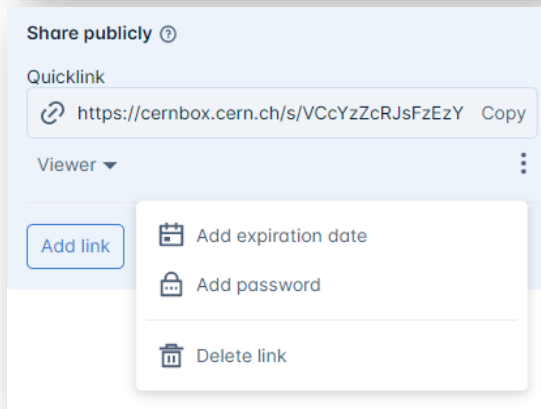
Viewer ✓
Recipients can view and download contents.

Editor
Recipients can view, download, edit, delete and upload contents.

Uploader
Recipients can upload but existing contents are not revealed.

2

Select option Viewer, Editor or Uploader



Share publicly ⓘ

Quicklink

https://cernbox.cern.ch/s/VCcYzZcRJsFzEzY Copy

Viewer ▾

Add link

- Add expiration date
- Add password
- Delete link

3

Add an expiration date or set a password to restrict access

4

Copy the link created and send it to the concerned people