

Introduction

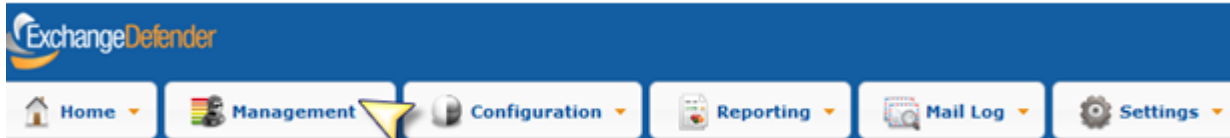
Web File Sharing is another feature included as part of the **ExchangeDefender** software platform. This feature allow clients to securely share files using their ExchangeDefender account. Partners can configure and manage the quotas and file restrictions through the admin control panel.

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Configure Web File Sharing Settings

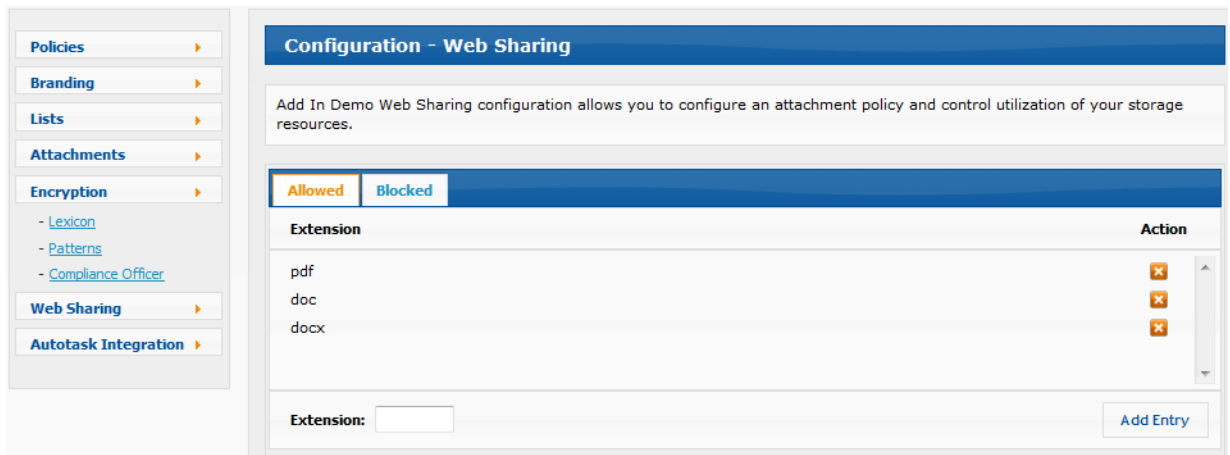
1. First login to the **ExchangeDefender** admin portal using your **Service Provider** credentials.
<https://admin.exchangedefender.com>
2. Click **Management** from the top navigation menu.



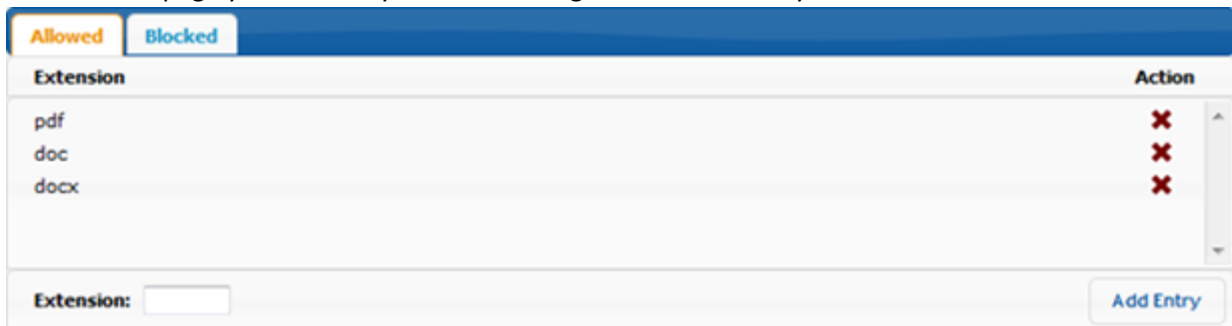
3. Locate the account you wish to modify and select **Login As Administrator** from the drop-down.



4. Next click on **Configuration** & choose **Web Sharing** once the page finishes loading.



5. Once on this page you can easily add and manage extensions that you wish to allow or block.

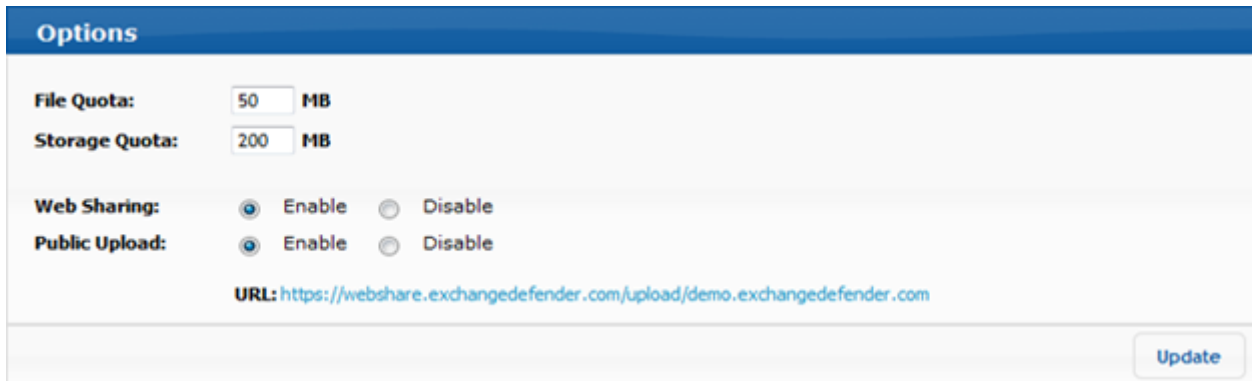


The screenshot shows a management interface with two tabs: "Allowed" (highlighted in orange) and "Blocked" (highlighted in blue). Below the tabs is a table with two columns: "Extension" and "Action". The table contains three rows of blocked extensions: "pdf", "doc", and "docx", each with a red "X" icon in the "Action" column. Below the table is a form with a label "Extension:" followed by an empty text input field and a blue "Add Entry" button.

Extension	Action
pdf	✘
doc	✘
docx	✘

Extension: Add Entry

6. Underneath the file extensions you can manage the file quotas and total storage size.



The screenshot shows an "Options" configuration page. It includes two input fields for quotas: "File Quota:" set to 50 MB and "Storage Quota:" set to 200 MB. Below these are two sections for toggling features: "Web Sharing:" and "Public Upload:", both with "Enable" selected via radio buttons. At the bottom, there is a "URL:" field containing the text "https://webshare.exchangedefender.com/upload/demo.exchangedefender.com" and a blue "Update" button.

Options

File Quota: MB

Storage Quota: MB

Web Sharing: Enable Disable

Public Upload: Enable Disable

URL: <https://webshare.exchangedefender.com/upload/demo.exchangedefender.com>

Update

7. Once you have finished with your modifications click on **Update** to save your changes.

Manage Libraries & Upload Files

Here we will go over the various methods for creating, viewing and managing your Web File Sharing libraries.

1. First login to the **ExchangeDefender** admin portal using your user credentials.
<https://admin.exchangedefender.com>
2. After logging in, you will be presented with the dashboard. This provides information about your current libraries, account activity and also the ability to quickly create new libraries.

Webshare - Dashboard		
New Library		Libraries
Title:	<input type="text"/>	Name
Description:	<input type="text"/>	Files
		Expires
		Action
		Test Library
		2
		in 7 days
	<input type="button" value="Create"/>	
Activity		
Date	Library - Document / Description	User
09/09/2011 - 11:49 AM	(Test Library) iOS - iOS ActiveSync Deployment Guide.docx ...	demo@demo.exchangedefender.com
Action: Document was downloaded.		IP: (64.129.94.82)

3. Upon selecting a library you can view detailed information about the library including documents, recipients and library options. If you have an expiration or password options set on your library they will be displayed at the bottom in the **Options** section.

Webshare - Library: yrdy	
Description	
Documents	Recipients
Your library contains the following documents.	You are sharing this library with the following recipients.
tracy-morgan.jpg - tracy-morgan.jpg	hank.newman@outlook.com
Options	
Expiration:	Your documents will not automatically expire.
Protected:	*****
Notification:	You will not be notified when your recipients download documents.

Creating a new Library

Inside of the Web File Sharing interface you have the option to create a new library. There are several configurable options that can be applied to a library to make it very convenient.

1. First click on **Create Library** from the main screen.
2. You will then be presented with the following interface.
3. Provide the title, description and a brief welcome message for users receiving access to the library.

The screenshot shows the 'Webshare - New Library' interface. It is divided into several sections:

- Description:** Contains fields for 'Title' and 'Description'.
- Welcome Message:** Contains a 'Message' field.
- Documents:** A table showing a list of documents. Below the table is a 'Title' field, a 'Browse...' button, a 'No file selected.' message, and an 'Upload' button.
- Recipients:** A table with columns for 'E-mail Address' and 'Action'. Below the table is an 'Email:' field and an 'Add' button.
- Options:** Contains three checkboxes: 'Expiration' (Enable automatic expiration), 'Password Protected' (Protect this library with a password), and 'Notification' (Notify me when files are downloaded).

A 'Create' button is located at the bottom right of the interface.

4. Next, you'll provide the document(s) title and then select browse to select the file(s).
5. Optionally, users can set expiration dates for the library, set a library password and elect to be notified when files are downloaded. Any individuals added to the recipient list will receive two emails, one containing the library link and one containing the library password.