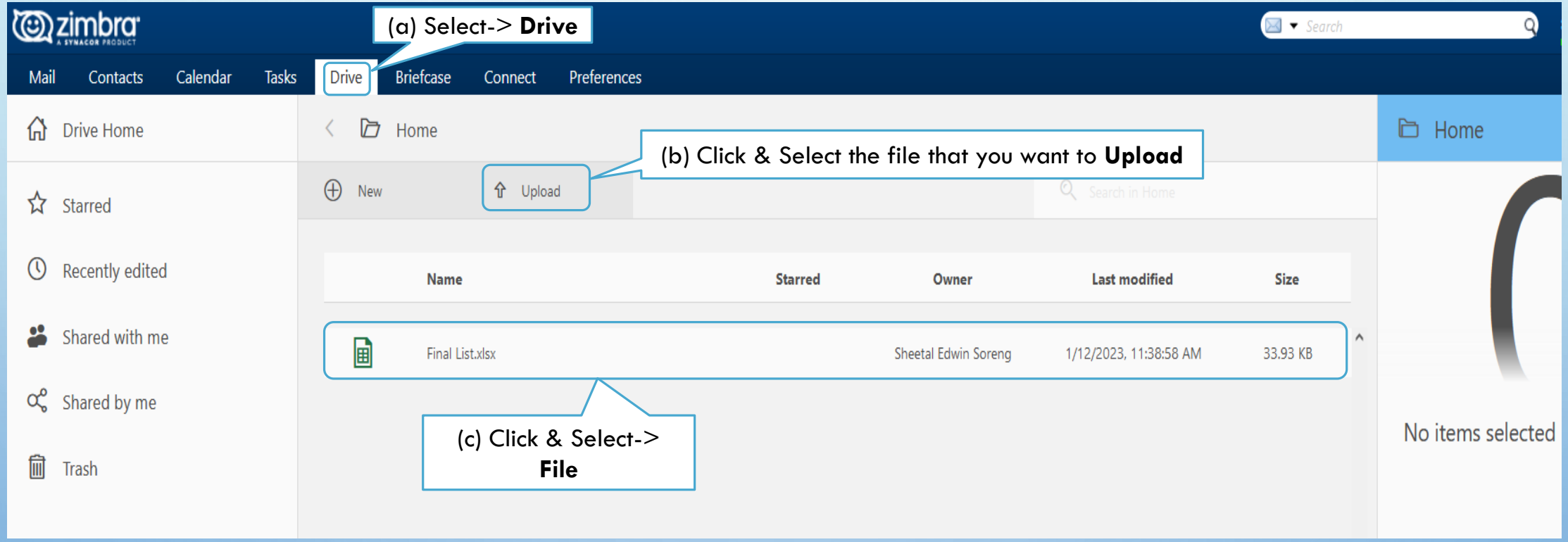
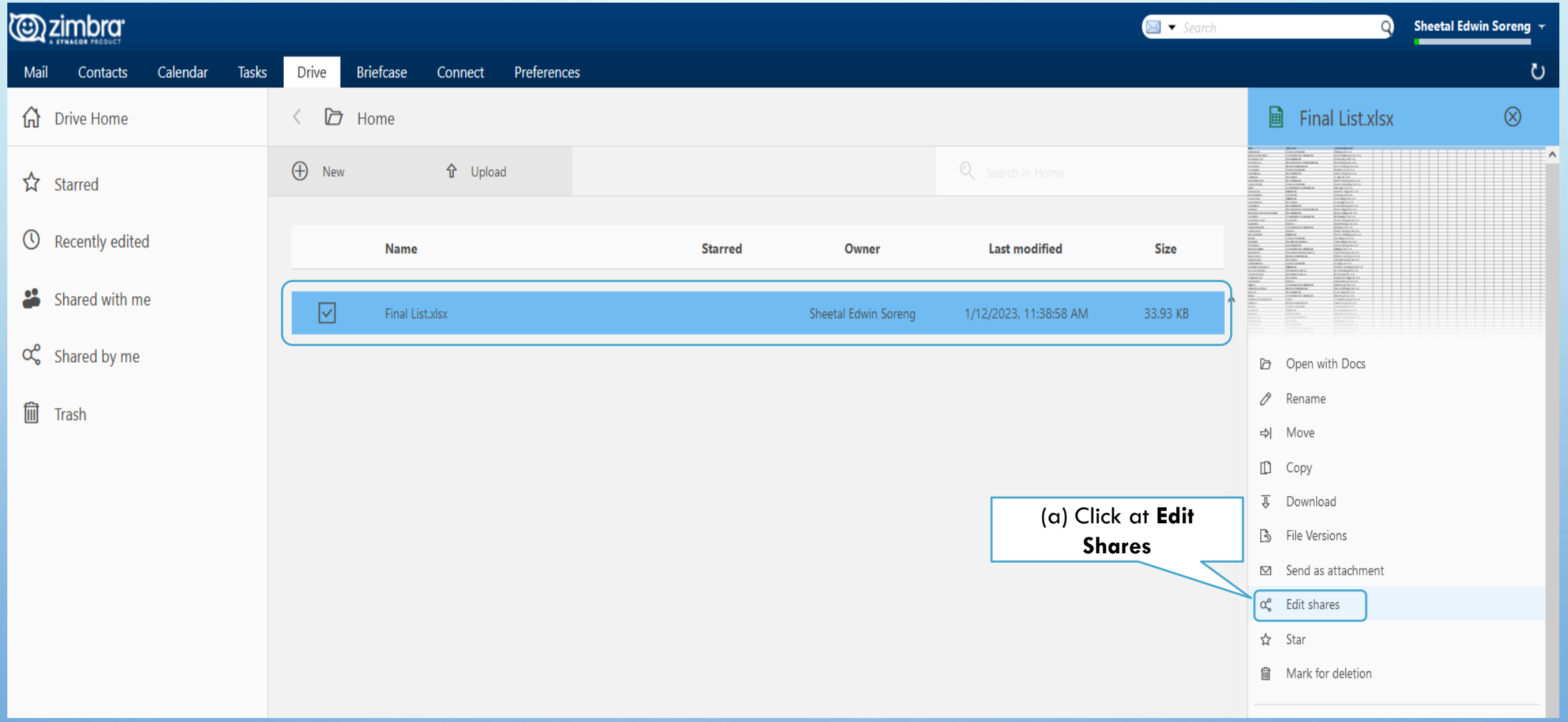
HOW TO SHARE A FILE THROUGH ZIMBRA DRIVE

How to share a file through Zimbra Drive.

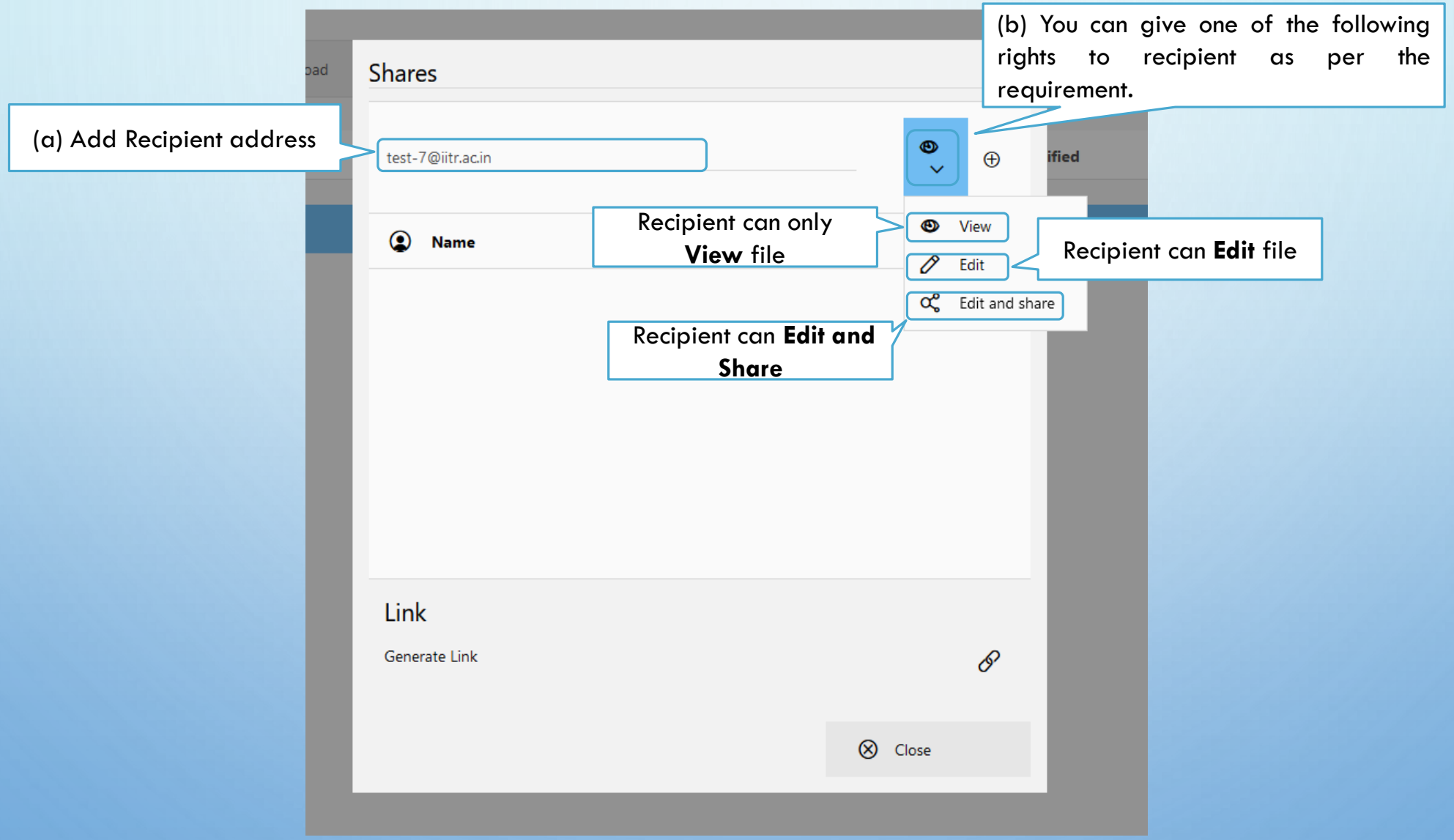
1.SELECT FILE THAT YOU WANT TO SHARE.



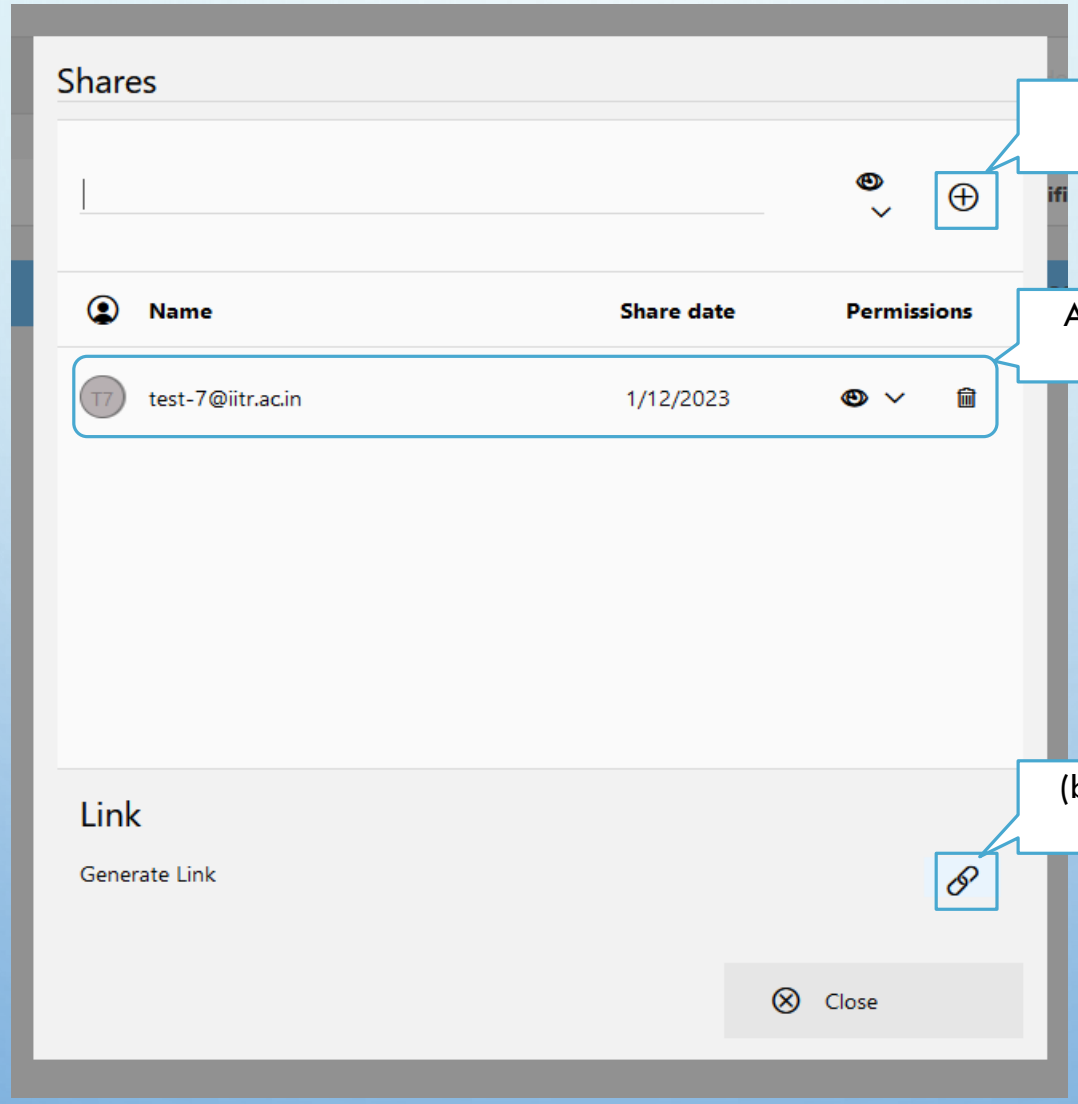
2.SELECT-> EDIT SHARES



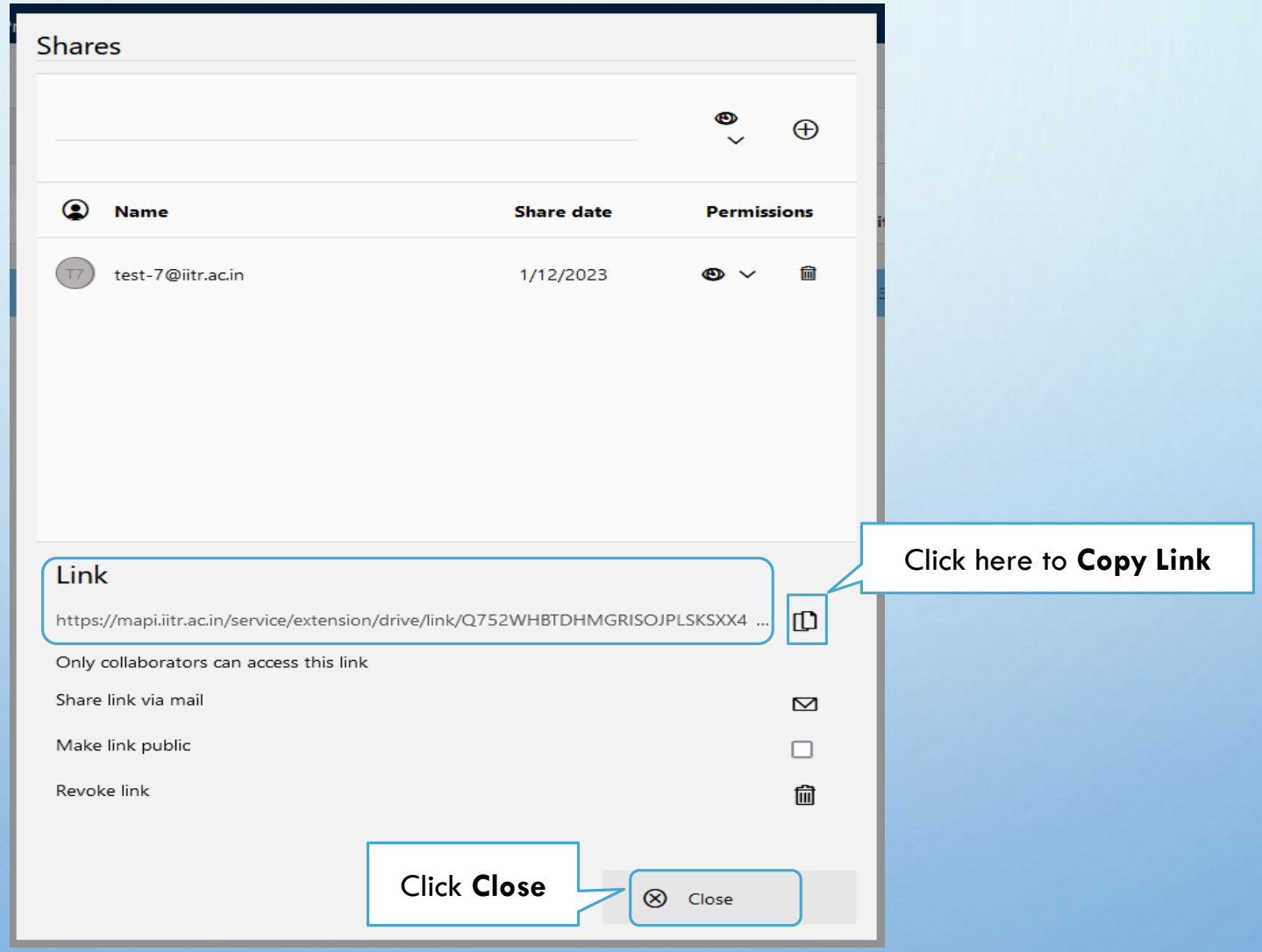
3.ADD THE RECIPIENT ADDRESS TO SHARE.



4.ADD RECIPIENT ADDRESS WITH GIVEN RIGHTS.

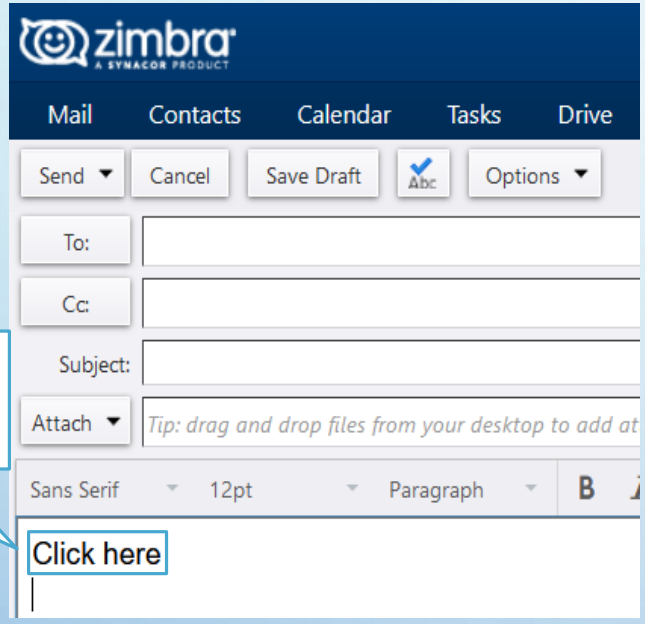


5.COPY LINK

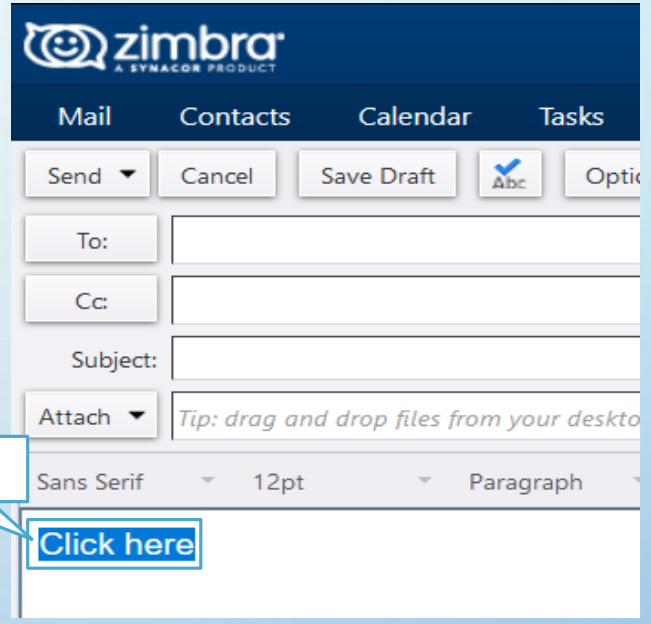

Shares
Name
Share date
Permissions
test-7@iitr.ac.in
1/12/2023
Link
https://mapi.iitr.ac.in/service/extension/drive/link/Q752WHBTDHMGRISOJPLSKSXX4 ...
Only collaborators can access this link
Share link via mail
Make link public
Revoke link
Close
Click here to **Copy Link**
Click **Close**

HOW TO CREATE LINK.

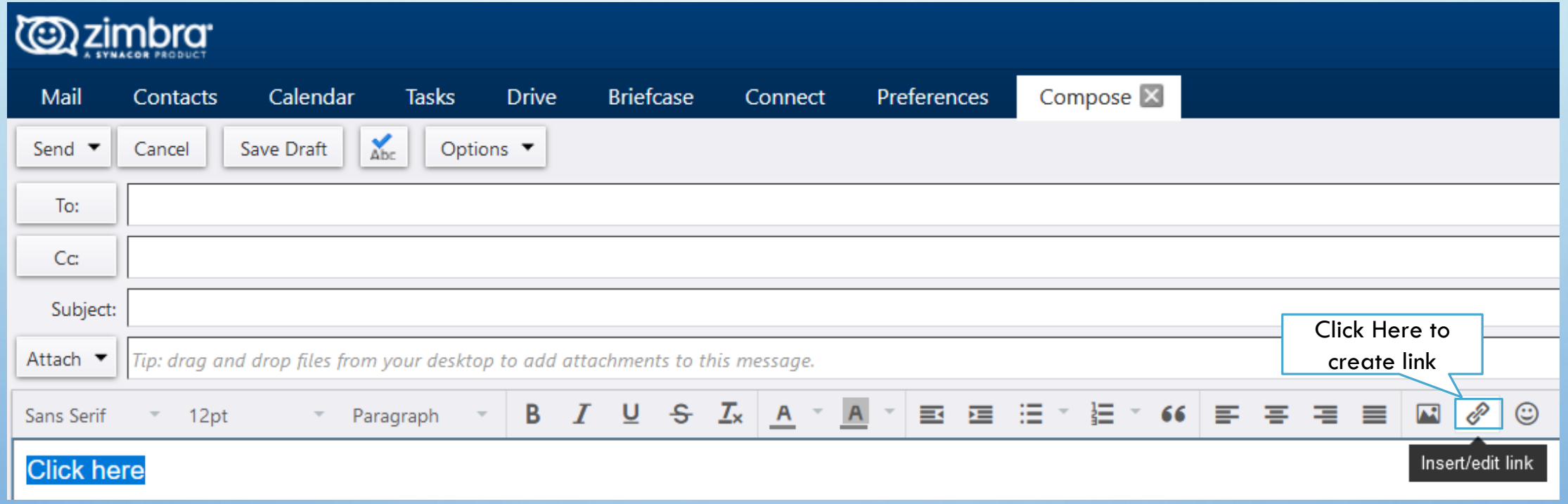
Write any Text Like **Click Here** that you represent as a **File link**



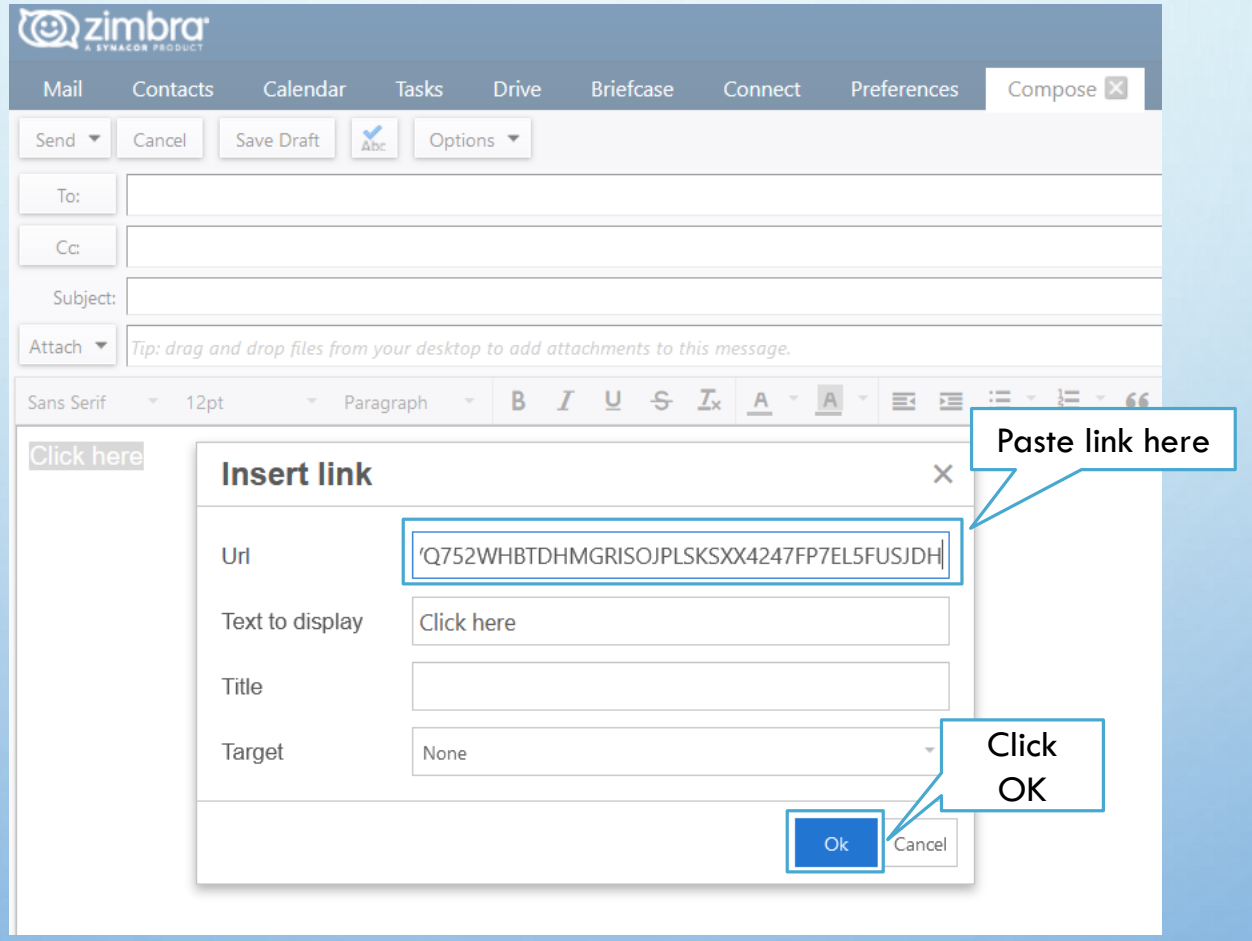
Select Text



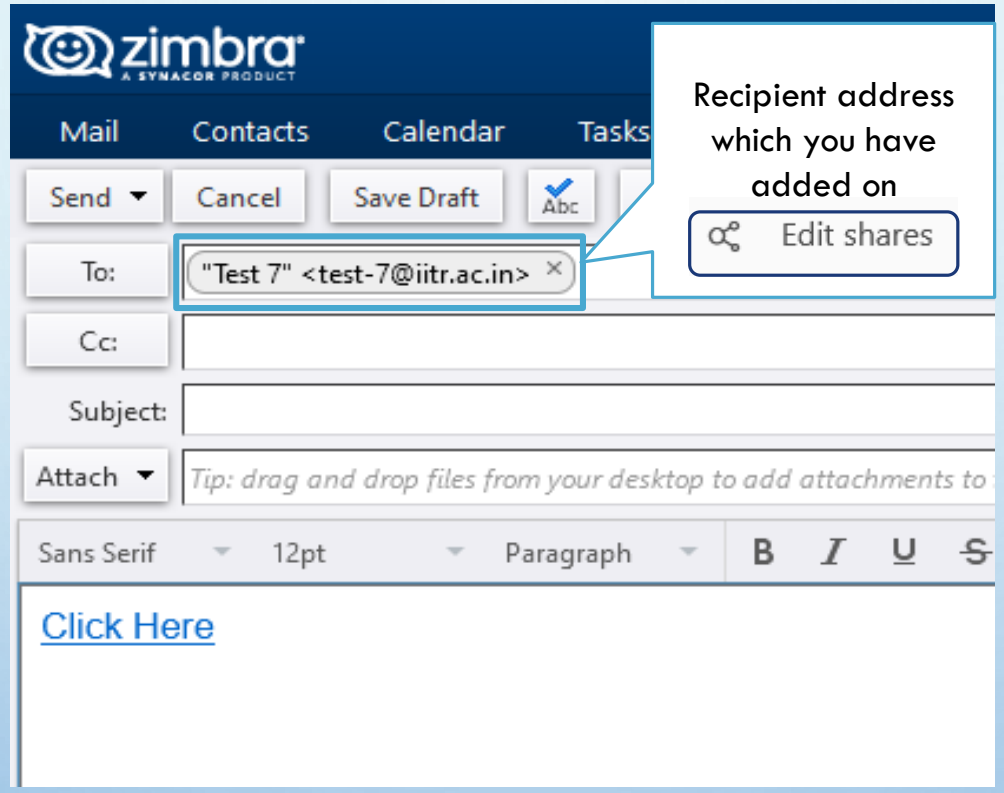
CLICK THIS (🔗) ICON TO CREATE LINK.

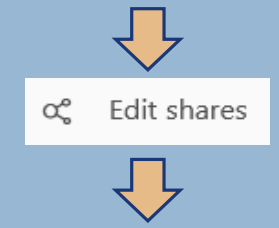


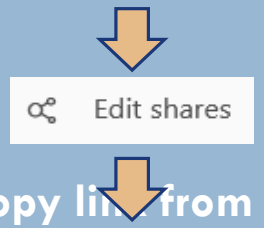
PASTE LINK ON **URL**

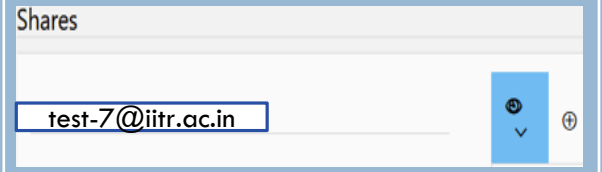


YOUR LINK HAS BEEN CREATED.



Case 1 :- when you want to share a file privately to an IITR Zimbra User.	**Select File**  **Add receipents email id whom you want to send file documents.** 	**Public Link Unchecked** 	**As soon as the Id is added, receiver gets notification & Recipients can open the file. The File is visible/editable through the drive as per the given Permissions.**

Case 2 :- When you want to share file publically to IITR Zimbra users.	**Select File** 	**Public Link checked** 	**Public user can download the file through created link from email.**

Case 3 :- When you want to share file with password protection to ANY USER.	Select File ↓ Edit shares ↓ Add Recipients email Id whom you want to send File document 	**Public Link checked** ↓ 	**Selected receiver is able open and download the file. But Public user (Recipients which are not added to** **) is being asked to enter password, file not being opened in Zimbra but the public user can download the file.**

THANK YOU !

FOR FURTHER QUERIES CONTACT :

email-support@iitr.ac.in