

The background is a light blue gradient with several realistic water droplets of various sizes scattered across it. Some droplets are in the top left, some in the bottom right, and others in the center. They have highlights and shadows, giving them a 3D appearance.

HOW TO SHARE A FILE THROUGH ZIMBRA DRIVE

How to share a file through Zimbra Drive.


1.SELECT FILE THAT YOU WANT TO SHARE.

The screenshot shows the Zimbra Drive web interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Drive', 'Briefcase', 'Connect', and 'Preferences'. The 'Drive' menu is highlighted, and a callout box labeled '(a) Select-> Drive' points to it. Below the navigation bar, the left sidebar shows 'Drive Home', 'Starred', 'Recently edited', 'Shared with me', 'Shared by me', and 'Trash'. The main content area shows a 'Home' folder view with a 'New' button and an 'Upload' button. A callout box labeled '(b) Click & Select the file that you want to Upload' points to the 'Upload' button. Below the 'Upload' button, a table lists files. The first file, 'Final List.xlsx', is highlighted with a blue border. A callout box labeled '(c) Click & Select-> File' points to this file. The table has columns for 'Name', 'Starred', 'Owner', 'Last modified', and 'Size'. The file 'Final List.xlsx' is owned by 'Sheetal Edwin Soreng' and was last modified on '1/12/2023, 11:38:58 AM' with a size of '33.93 KB'. The right sidebar shows a 'Home' folder icon and the text 'No items selected'.

(a) Select-> **Drive**

(b) Click & Select the file that you want to **Upload**

(c) Click & Select-> **File**

Name	Starred	Owner	Last modified	Size
 Final List.xlsx		Sheetal Edwin Soreng	1/12/2023, 11:38:58 AM	33.93 KB

2.SELECT-> EDIT SHARES

The screenshot shows the Zimbra web interface. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', 'Drive' (selected), 'Briefcase', 'Connect', and 'Preferences'. The 'Drive' section shows a file named 'Final List.xlsx' selected. A context menu is open on the right, and a callout points to the 'Edit shares' option.

File List:

Name	Starred	Owner	Last modified	Size
<input checked="" type="checkbox"/> Final List.xlsx		Sheetal Edwin Soreng	1/12/2023, 11:38:58 AM	33.93 KB

Context Menu Options:

- Open with Docs
- Rename
- Move
- Copy
- Download
- File Versions
- Send as attachment
- Edit shares**
- Star
- Mark for deletion

Callout: (a) Click at **Edit Shares**

3.ADD THE RECIPIENT ADDRESS TO SHARE.

The screenshot shows a 'Shares' dialog box. At the top, there's a text input field containing 'test-7@iitr.ac.in', with an annotation '(a) Add Recipient address' pointing to it. Below this is a table with a header row containing a person icon and the text 'Name'. To the right of the table, a dropdown menu is open, showing three options: 'View' (with an eye icon), 'Edit' (with a pencil icon), and 'Edit and share' (with a link icon). Annotations point to these options: 'Recipient can only View file' points to 'View', 'Recipient can Edit file' points to 'Edit', and 'Recipient can Edit and Share' points to 'Edit and share'. A separate annotation '(b) You can give one of the following rights to recipient as per the requirement.' points to the entire dropdown menu. At the bottom of the dialog, there is a 'Link' section with a 'Generate Link' button and a link icon. A 'Close' button with an 'X' icon is at the bottom right.

(a) Add Recipient address

test-7@iitr.ac.in

Shares

Recipient can only **View** file

Recipient can **Edit** file

Recipient can **Edit and Share**

(b) You can give one of the following rights to recipient as per the requirement.

View

Edit

Edit and share

Link

Generate Link

Close

4.ADD RECIPIENT ADDRESS WITH GIVEN RIGHTS.

The screenshot shows a 'Shares' dialog box with a search bar at the top. Below the search bar is a table with columns: Name, Share date, and Permissions. A single entry is shown: 'test-7@iitr.ac.in' with a share date of '1/12/2023'. At the bottom of the dialog is a 'Link' section with a 'Generate Link' button. Annotations with callouts point to the '+' icon for adding recipients, the table entry, and the 'Generate Link' button.

Shares

(a) Click Here to add Recipient

Name	Share date	Permissions
test-7@iitr.ac.in	1/12/2023	

After addition Id will be display here

(b) Click Here to **Generate Link.**




Link






Generate Link

Close

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

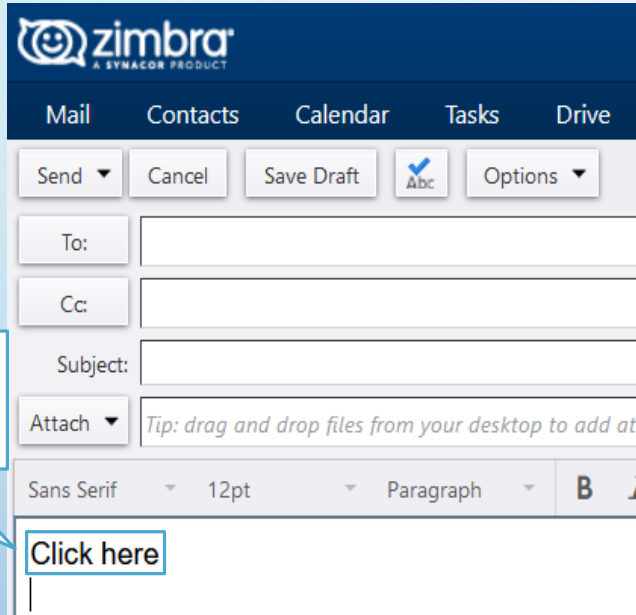


Click Close

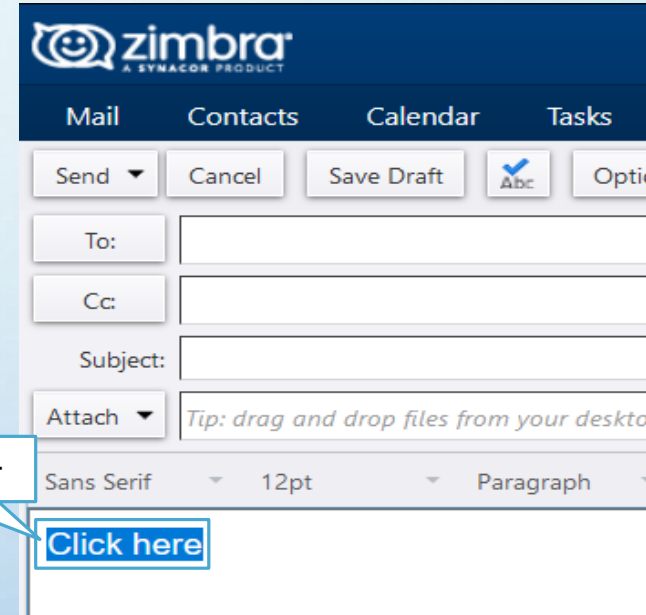
 Close

Click here to **Copy Link**

HOW TO CREATE LINK.




The screenshot shows the Zimbra Mail compose window. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', 'Tasks', and 'Drive'. Below the navigation bar are buttons for 'Send', 'Cancel', 'Save Draft', 'ABC', and 'Options'. The 'To:', 'Cc:', and 'Subject:' fields are empty. The 'Attach' button is visible with a tip: 'Tip: drag and drop files from your desktop to add at'. The text area shows 'Click here' in a blue font, which is highlighted by a blue box. A callout bubble points to this text with the text: 'Write any Text Like **Click Here** that you represent as a **File link**'.




The screenshot shows the Zimbra Mail compose window. The top navigation bar includes 'Mail', 'Contacts', 'Calendar', and 'Tasks'. Below the navigation bar are buttons for 'Send', 'Cancel', 'Save Draft', 'ABC', and 'Options'. The 'To:', 'Cc:', and 'Subject:' fields are empty. The 'Attach' button is visible with a tip: 'Tip: drag and drop files from your desktop to add at'. The text area shows 'Click here' in a blue font, which is highlighted by a blue box. A callout bubble points to this text with the text: 'Select Text'.

CLICK THIS () ICON TO CREATE LINK.

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Mail Contacts Calendar Tasks Drive Briefcase Connect Preferences Compose ✕












Send ▾ Cancel Save Draft  Options ▾

To:

Cc:

Subject:

Attach ▾ *Tip: drag and drop files from your desktop to add attachments to this message.*

Sans Serif 12pt Paragraph **B** *I* U ~~S~~ *I*_x A ▾ A ▾    ▾  ▾ “ ”       

[Click here](#)

Click Here to create link

Insert/edit link

PASTE LINK ON URL

The screenshot shows the Zimbra webmail interface with the 'Compose' window open. The 'Insert link' dialog box is displayed over the text area. The dialog contains the following fields:

- Url:** Contains the text 'Q752WHBTDHMGRISOJPLSKSXX4247FP7EL5FUSJDH'.
- Text to display:** Contains the text 'Click here'.
- Title:** Is empty.
- Target:** Set to 'None'.

Callouts indicate where to paste the link and how to confirm the action:

- A callout points to the 'Url' field with the text "Paste link here".
- A callout points to the 'Ok' button with the text "Click OK".

YOUR LINK HAS BEEN CREATED.

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Mail Contacts Calendar Tasks

Send Cancel Save Draft ABC

To: "Test 7" <test-7@iitr.ac.in> ×

Cc:

Subject:

Attach *Tip: drag and drop files from your desktop to add attachments to*

Sans Serif 12pt Paragraph **B** *I* U ~~S~~

[Click Here](#)

Recipient address which you have added on

Edit shares

Case 1 :- when you want to share a file privately to an IITR Zimbra User.

Select File




 **Edit shares**



Add recipients email id whom you want to send file documents.

Shares

test-7@iitr.ac.in	 v ⊕
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Public Link Unchecked

Make link public




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



 Edit shares



Copy link from here

Link
<https://map.iitr.ac.in/service/extension/drive/link/4SDPU2INKO3F5RBBQVQJW...>
Share link via mail

Public Link checked

Make link public



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

Shares


test-7@iitr.ac.in  


Public Link checked

Make link public



☒ Set a password

..... 

Selected receiver is able open and download the file. But Public user (Recipients which are not added to  Edit shares) 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

