

Sharing Files Via WebDisk v 7.1

Software: Internet Explorer/ Safari/ FireFox

Platform: PC / Mac

Overview

Lewis & Clark provides a Web-based file storage service called WebDisk which functions similarly to an external hard drive. Log in with your L&C Account information at webdisk.lclark.edu to access your 1,000 MB (1 GB) of space.

In addition to providing convenient access to your own files WebDisk provides the ability to share those files with others. Tickets and Sharing both provide options for granting permission to access your files. Each of these methods has advantages and is better suited for different situations. Both allow you to customize the permissions by user(s) or by groups that you create.

Before you begin

There are several factors to take in to account when deciding which tools to use for sharing files. Ask yourself the following questions before you start sharing your files.

Who do you want to share with? Your options are:

- Owner (you)
- Authenticated Users - everyone with an L&C account
- Public - for those who do not have an L&C account and won't be able to log in
- One or more Individually named users - can be in your Contacts list but don't have to be
- Group of users that you define

What do you want to share? To share a single file set up permissions for just that file. To share multiple files put them a folder and share the folder. (see **How much** for more about files inheriting the permissions of the folder they are in).

When should others have access? *Share* access starts immediately and continues until you log back in to disable it. *Tickets* work right away as well but also allow you to set an expiration date.

How much access do you want people to have? You can select one or more of the 4 options to allow others to Read, Write, Delete or Administer. WebDisk also provides the following pre-defined access levels:

- *Viewer* has read-only access.
- *Contributors* can read and right (and delete) the file and will have permissions set to be inherited.
- The *Administer* setting provides the same access level and control as you have.

How should you set up sharing? There are two ways to go about setting up access to your files. Each tool has it's strengths and choosing the right tool for the job will make setup easy. Your answers to the preceding question will lead you to the appropriate tool.

Tickets allow you to share files with specific non-L&C users. For additional security you can create an expiration date and require a password so that anyone trying to get in will need both the special Ticket URL and the special password. Permissions for Tickets are restricted to *Viewer* and *Contributer*.

Sharing offers more detailed options for permissions, including how folder level permissions affect the files and folders within. Sharing also allows you to easily set different access levels for different users and groups. The Permissions panel for sharing is the only way to allow another user to Administer a file or folder.

Select the Advanced Permissions tab to modify details regarding what each person or group can do with the folder or file in question. The four access characteristics are: *Read, Write, Delete, Administer*. During the set up process you can determine which of these characteristics are inheritable by the contents of a folder: eg you may want someone to be able to Read a folder but not Write to it, there may be a sub-folder, however, that they need to Write to. The Read permission (on) is inherited but the Write permission (off) is not.

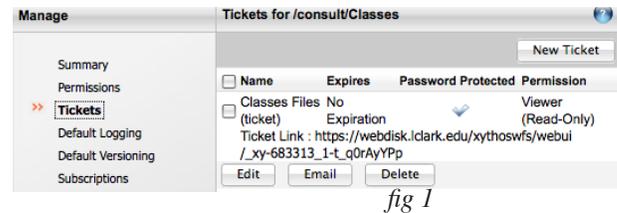
Access Privileges

You don't have to choose between creating a ticket and granting access with sharing: you can do both. When you configure sharing options You'll see tickets in the the Permissions list (see fig 3) along with the individuals and groups who have access.

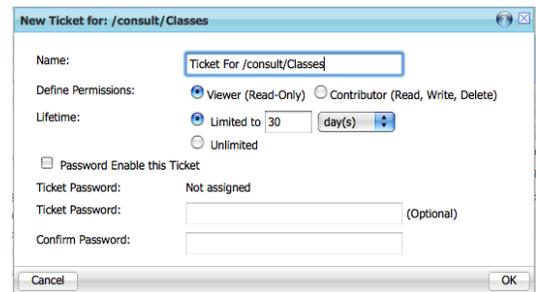
Tickets:

Tickets are useful if you have a document that you wish only one or two other people to be able to view, want to limit the amount of time they can view it, or require a password. Options can be set to allow recipients to edit or upload as well as alter the amount of time they have anywhere from minutes to years.

1. Select the item you wish to share via ticket and click the **Manage** icon on the toolbar and select Tickets from the pop-down menu.
2. You are now on the item's ticket page (fig 1). Click on the **New Ticket** button.



3. Here (fig 2), you can set preferences for the ticket such as the name, whether or not access will be read-only or read, write and delete. You can also set a time limit or password enable the ticket.



4. Click **OK** to return to the Ticket management page (fig 1).
5. This page now displays your ticket information including the ticket link. This is the link others will use to access the shared item. You have the option of emailing the ticket to someone now. Click the check box by your ticket and then click **Email**.
6. This will create a new email message in Thunderbird (or your default email client) with the link to the file in the body. Here you can enter the address of the recipient and add to the body of the message, just as you would any other email.

If you don't have access to a desktop email program, you can change this behavior to use Webdisk to email directly in **Setup >> My Settings >> Email Settings**.

Email an existing ticket:

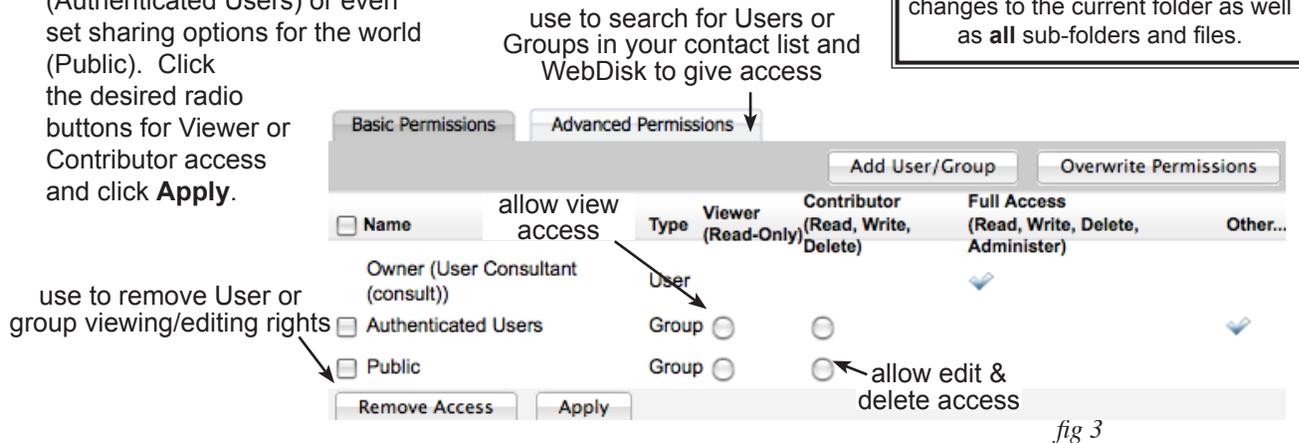
1. Navigate to the item for which you previously issued a ticket.
2. Click the **Manage** icon on the toolbar and select Tickets from the pop-down menu. You are now on the item's ticket page (fig 1).
3. Any valid (have not expired) tickets will be displayed. Select the ticket you wish to send and click **Email**.

Sharing:

This option allows you to change the settings for files that allow others to access them. You can choose from sharing the file with everyone, everyone with a Lewis & Clark account, or specific individuals with Lewis & Clark accounts. Additionally, you can specify what each person or group can do with the file. When you share files, other Lewis & Clark account holders can find your file through links you send them as well as by searching the WebDisk network for the file name. Items shared in this way can also be bookmarked.

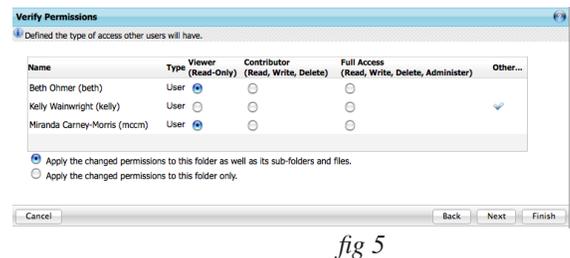
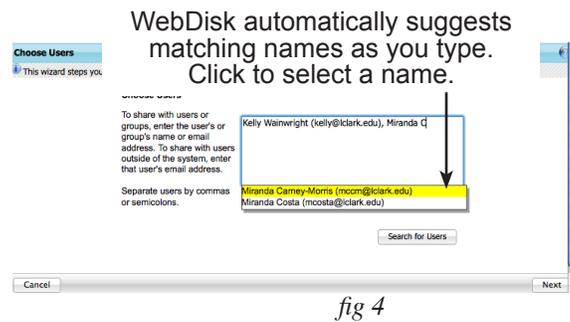
To Share Files:

1. Navigate to the item you wish to share.
2. Click the **Manage** icon on the toolbar and select **Permissions** from the pop-down menu. You are now on the item's permission page (fig 1).
3. Select the options you wish to assign to others with LC accounts (Authenticated Users) or even set sharing options for the world (Public). Click the desired radio buttons for Viewer or Contributor access and click **Apply**.



To Share Files with Select Users and Groups:

1. Click to select the item you wish to share and click the **Share** icon on the Toolbar. (You can also use the **Add User/Group** button in the **Manage >> Permissions** page shown on page 4).
2. Click in the Choose Users box and start to type the email address or name of the person you want to access your item. As you type, WebDisk will automatically suggest matching names. Separate names with commas. If you are unsure of the correct spelling of someone's name, click the **Search for Users** button to search by partial matches of email addresses or name (fig 4). When finished, click **Next**.
4. Now, specify the type of access. You can selectively permit View or Read-Only access or grant the ability to Edit and Delete files. Administrators can read, write, delete and manage permissions (sharing). If your item is a folder, you can also set access for any enclosed files and folders!
5. Click **Next** to be prompted for WebDisk to email the selected users a link to the shared item. If you do not wish to send an email, click **Finish**.



To Create a Group:

If you regularly share files with the same group of people (with the same permissions) put them in Group in My Contacts to ease future sharing setup.

1. Click on **Setup** in the Main Menu located at the top of the page.
2. Click on the **My Contacts** tab.
3. Click on the **Groups** tab.
4. Click the **New Group** button.
5. Give the Group a name that you will remember and click **Next**.
6. The Find Users box will pop-up. Type part or all of the LC user's name in the box and click **Find**. After a few seconds, a list of matches will appear. Click to select the name you wish to add and click **Choose Users** to add the first member to your group.
7. Repeat step 6 for each additional group member
8. When finished, click **Save**. This group will now appear when you are typing in the names of users and groups to add when issuing tickets or sharing items.
9. Click the Home link on the Main Menu to return to the WebDisk Files page.

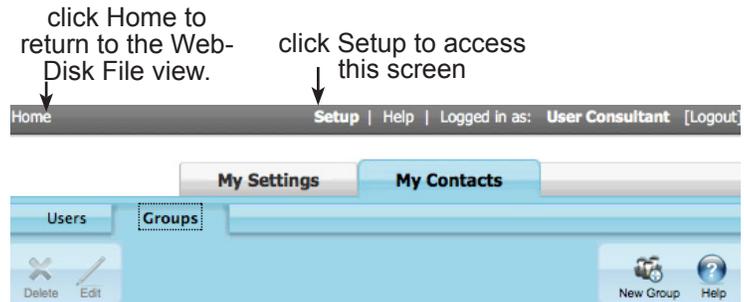


fig 6

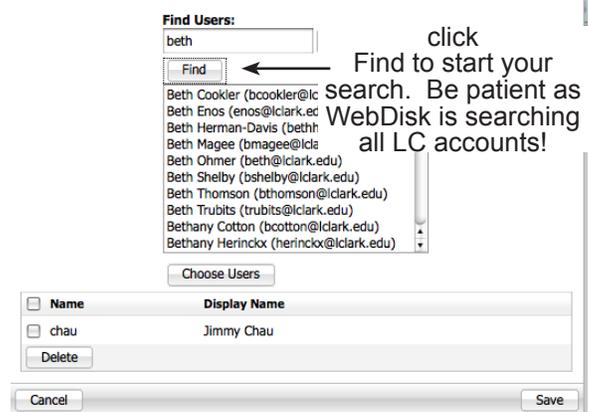


fig 7

To Delete Users From Your Shared Files:

1. Select the item and then click on **Manage >> Permissions**.
2. Check the box next to the User or Group you want to remove.
3. Click on the **Remove Access** button.

Further Information

See Getting Started with WebDisk on the Helpsheets page of the IT Web site.