

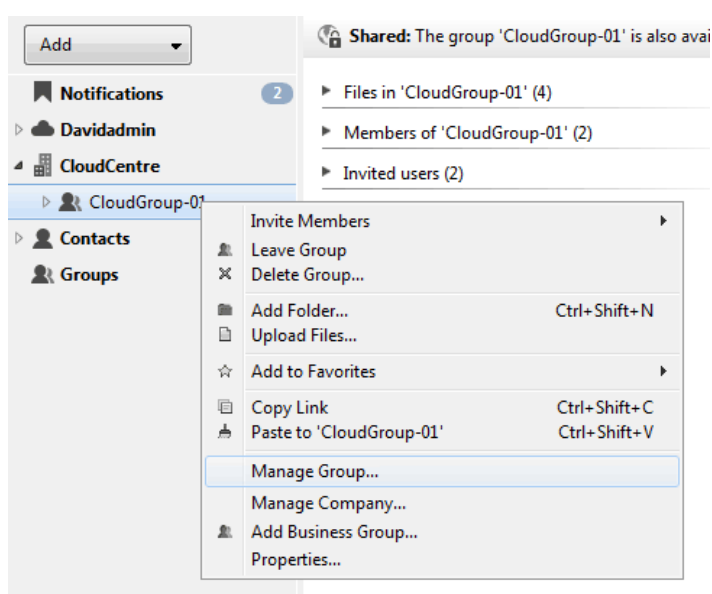
SHARE GROUPS OR FOLDERS USING SECRET WEBLINKS

Wuala offers a simple and secure way to share files with others. Follow the directions below to send secure weblinks to folders and files to clients, colleagues, friends, and family.

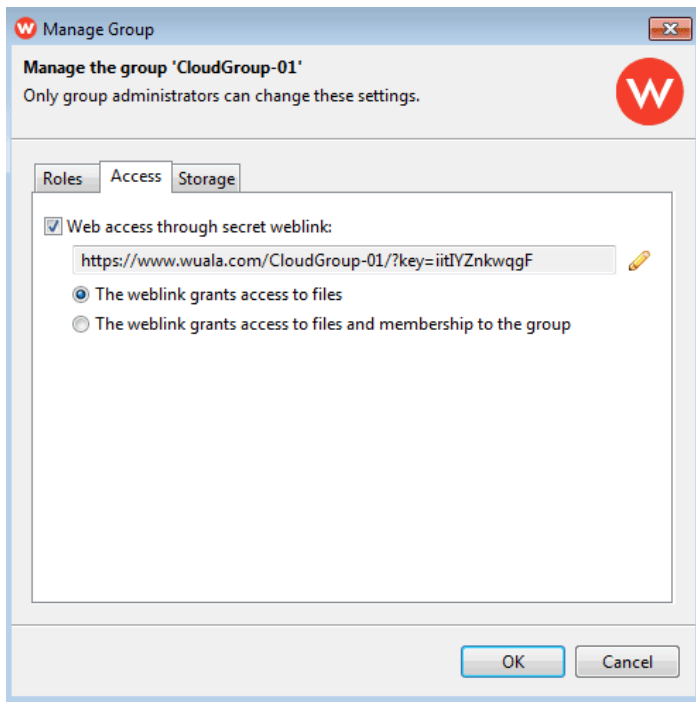
SHARE A BUSINESS GROUP

You can share the entire contents of a Business Group via a secure weblink.

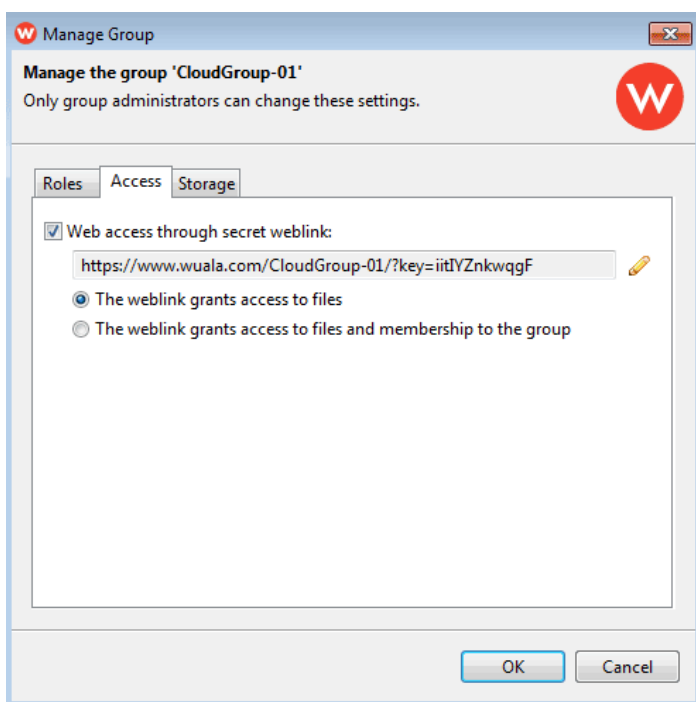
1. Right click on the group and select **Manage Group...**



2. Choose the **Access** tab then click on the radio button next to *The weblink grants access to files.*



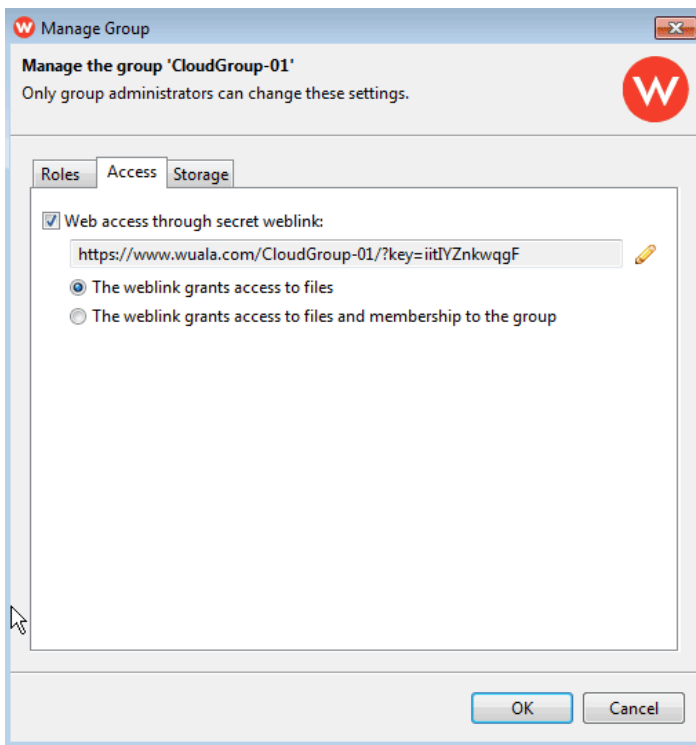
3. Click **OK** to close the window and confirm weblink sharing.
4. Right click on the Business Group to select **Copy Link** then paste it to an email meant for your recipients. Please note that the recipients will have access to all contents within the Business Group.



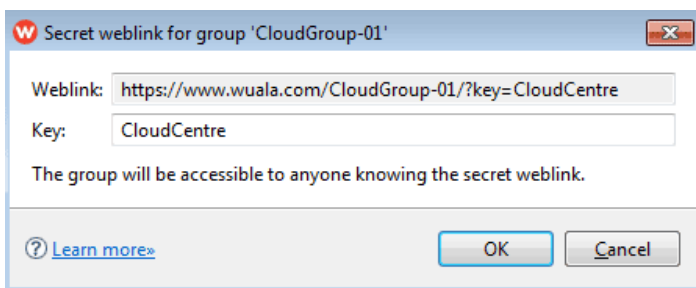
CUSTOMIZING THE BUSINESS GROUP WEBLINK

You can personalize or revise the weblink to suit your needs.

1. Right click on the Business Group to select **Manage Group > Access**.
2. Enable the weblink then click on the pencil icon.



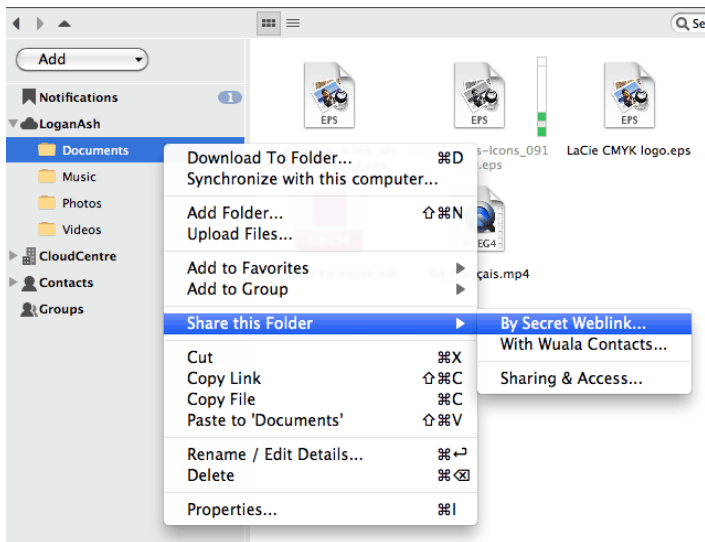
3. Enter the new weblink reference in the **Key** field. Wuala suggests making it as brief as possible. The text will appear at the end of the weblink.



4. Click **OK** to accept the new weblink.
5. Click **OK** to close the window and confirm weblink sharing.

SHARE FOLDERS

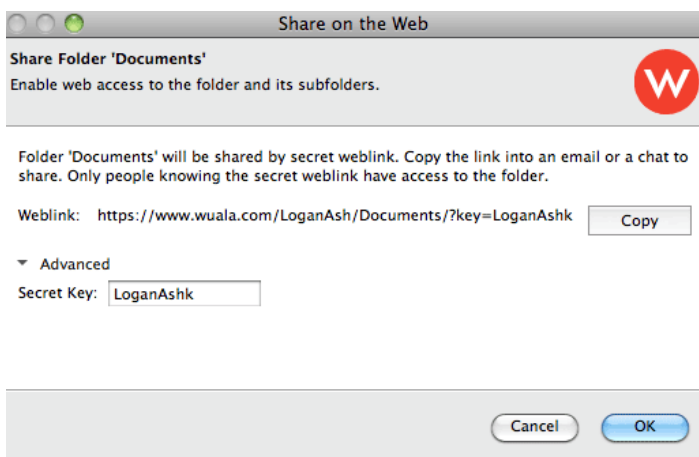
1. Right click on the folder to select **Share this Folder > By Secret Weblink**.



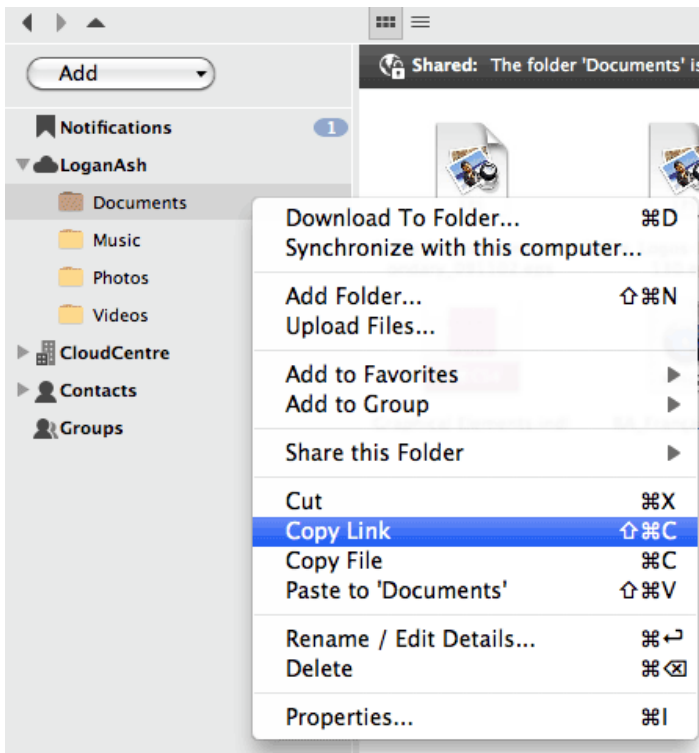
2. A prompt will present you with the link to copy. If the link meets your needs, you can click **OK** to confirm weblink sharing. See the next step if you prefer to personalize the weblink.



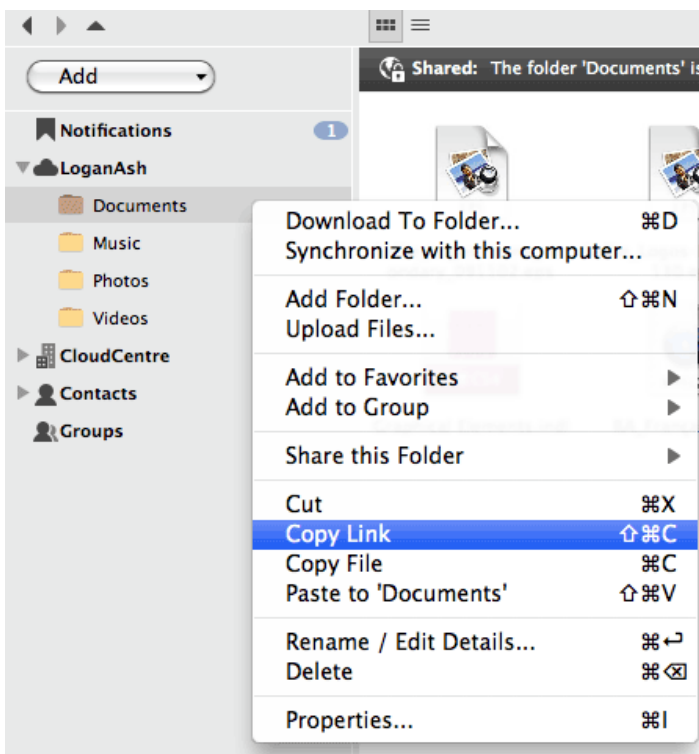
3. (Skip this step if you do not wish to personalize the weblink). Click on **Advanced** to reveal the *Secret Key*. Enter the new weblink reference in the **Key** field. Wuala suggests making it as brief as possible. The text will appear at the end of the weblink. Click **OK** to confirm weblink sharing.



4. Right click on the folder to select **Copy Link**.



5. Paste the weblink to an email meant for people who will share the folder.
6. The recipients of the email can click on the link to download files via their web browser.



PROHIBIT SHARING

In certain cases, the administrator may decide that sharing data with people outside of the group is unnecessary or unwanted. Follow the directions below to prevent members of the group to share via weblink.

1. Right click on the Business Group to select **Manage Group... > Access**.
2. Deselect the check box next to *The weblink grants access to files* then click **OK** to confirm that you no longer wish to share the Business Group with non-members.

