

# Custom Permissions for Public Shares

When sharing files or folders via public link, Junovy Cloud Storage offers granular permission controls to ensure recipients have exactly the access they need. Here's what each permission does:

**Custom permissions**  
Read

**Advanced settings** ▲

Share label

Set password

Password

Replace current password

Set expiration date

Hide download

Note to recipient

Show files in grid view

Custom permissions

- Read
- Create
- Edit
- Delete

Cancel    **×** Delete share    **Update share**

## Permission Options Explained

## Read

- Allows recipients to **view and download** files
- **Default permission** for most public shares
- **Use for:** Sharing final deliverables, portfolios, or reference materials

## Create

- Allows recipients to **upload new files** to shared folders
- Recipients **cannot modify existing files**
- **Use for:** File collection from clients, team submission folders

## Edit

- Allows recipients to **modify existing files** directly
- **Requires Read permission** to be effective
- **Use for:** Collaborative documents, shared working files

## Delete

- Allows recipients to **remove files and folders**
- **Highest risk permission** for public shares
- **Use for:** Trusted collaborators only, temporary project spaces

# Advanced Sharing Options

## Share Label

- Add a **custom name** for your shared link
- Helps you **identify shares** in your sharing overview
- **Example:** "Client Portfolio Review" or "Q4 Budget Collaboration"

## Set Password (Recommended)

- **Protect your share** with a password
- **Essential for sensitive content**
- **Send password separately** from the share link (via phone, secure message)

## Set Expiration Date (Recommended)

- **Automatically disable** the share after a specified date
- **Prevents indefinite access** to your files
- **Good practice:** Set expiration based on project timeline

## Hide Download

- **Prevents bulk downloading** of folder contents

- Recipients can still **view individual files**
- **Use for:** Portfolios where you want to control access

### Note to Recipient

- Include a **custom message** with the share
- **Explain the purpose** and any instructions
- **Example:** "Please review and provide feedback by Friday"

### Show Files in Grid View

- **Display files as thumbnails** instead of list view
- **Better for image galleries** and visual content
- **Improves user experience** for media-heavy shares

## ? Security Warnings for Public Sharing

### High-Risk Scenarios

- ⚠ **Never share sensitive information without password protection**
- ⚠ **Avoid using Create/Edit/Delete permissions with untrusted recipients**
- ⚠ **Public links can be forwarded to unintended recipients**
- ⚠ **Search engines may index public shares** if not password-protected

### Best Practices for Secure Sharing

#### ☐ Always Use Passwords

- **Required for confidential content**
- Use **strong, unique passwords** for each share
- **Never include passwords** in the same email as the share link

#### ☐ Set Expiration Dates

- **Default:** 30 days for client reviews
- **Short-term:** 7 days for temporary collaboration
- **Long-term:** 90 days maximum for reference materials

#### ☐ Minimum Necessary Permissions

- **Read-only** for deliverables and portfolios
- **Create** only when you need file uploads
- **Edit** only for trusted collaborators
- **Delete** only for internal team members

#### ☐ Monitor Share Activity

- **Check your Activity feed** for share access
- **Review active shares** monthly
- **Delete unused shares** immediately

## Recommended Permission Combinations

### Client Portfolio Sharing:

- Read
- Set Password
- Set Expiration Date (30 days)
- Note to Recipient

### File Collection from Clients:

- Read + Create
- Set Password
- Set Expiration Date (14 days)
- Hide Download (optional)

### Team Collaboration:

- Read + Create + Edit
- Set Password
- Set Expiration Date (project duration)
- Share Label for identification

### Public Portfolio (Non-sensitive):

- Read only
- Show Files in Grid View
- Set Expiration Date (90 days)
- No password needed for public portfolios

## Alternative to Public Sharing

**For Highly Sensitive Content:** Consider using **internal user sharing** instead of public links:

- Share directly with specific Junovy Cloud Storage users
- **Full audit trail** of who accessed what
- **No risk of link forwarding** to unintended recipients
- **Granular permission control** per user

Remember: **Public shares are accessible by anyone with the link.** When in doubt, use internal sharing or password protection with separate password delivery.

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