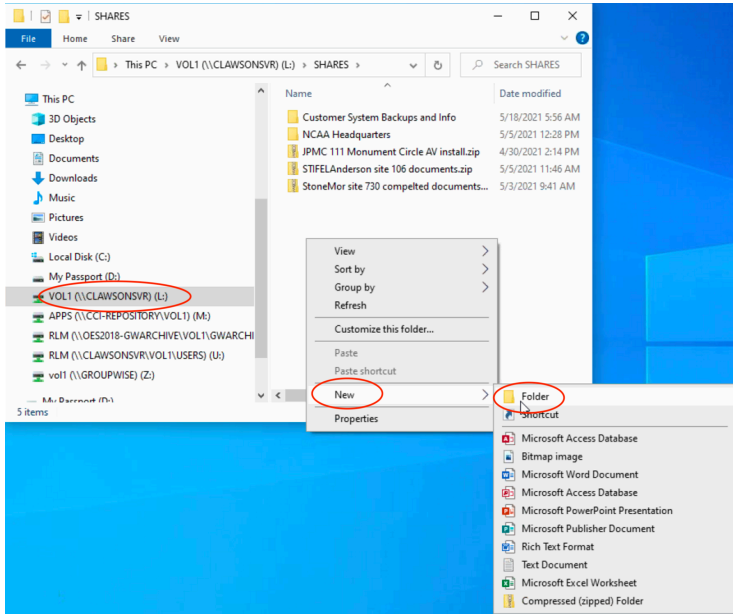


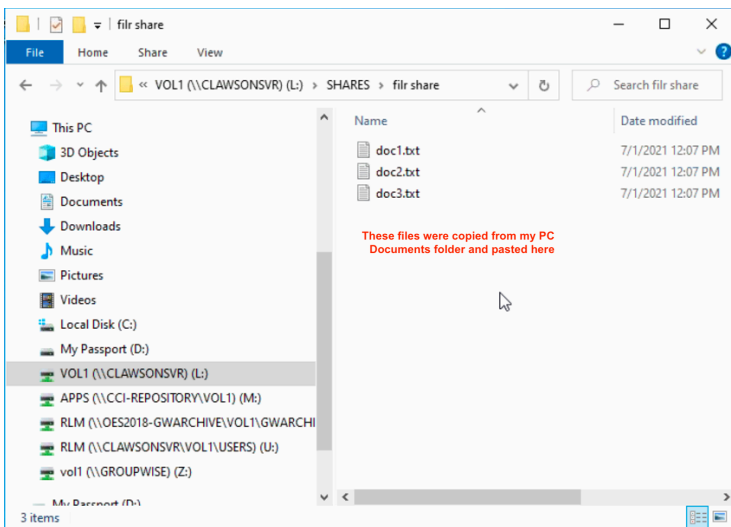
Sharing large files with Microfocus Filr

Our version of Microfocus Filr does not allow for multiple file sharing easily, so it is easier to send all files as a compressed zip file

Create a new folder on L:/Shares with the name of your project (to create a new folder, simply right click inside the L:/Shares drive and select NEW->FOLDER and name the folder. You can right-click the folder and select "RENAME").

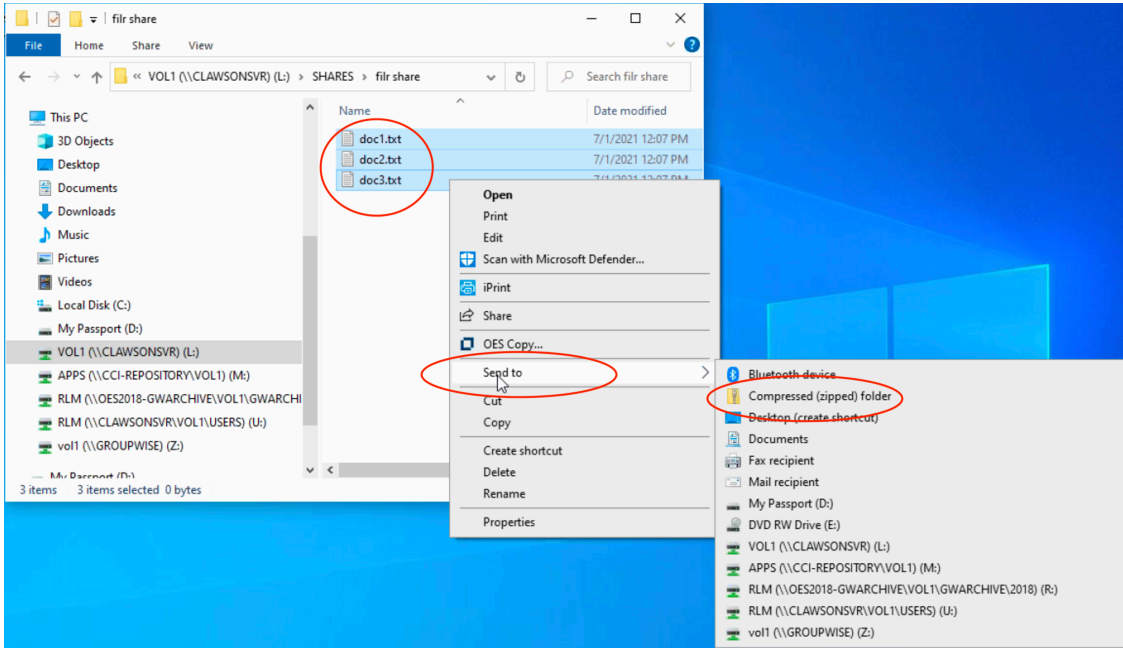


COPY all files you wish to share and paste into your created folder on L:/Shares. Make sure to copy your files because after the share has expired, the documents on the share directory get purged. In this example. I copied doc1.txt, doc2.txt and doc3.txt from my PC to L:/Shares/filr share/



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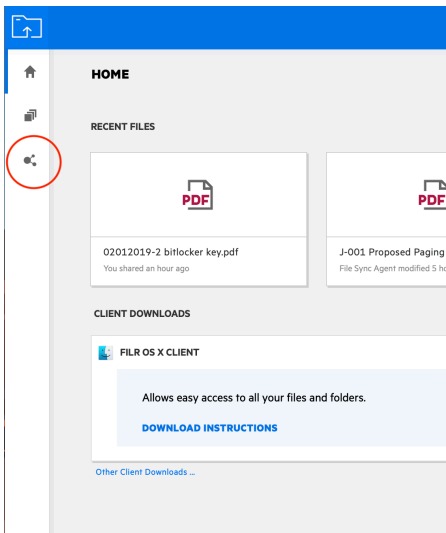
Select ALL files you wish to share by using shift-click, ctrl+A, or drag, click and scroll. Once all files are selected (they will appear in a blue box) right click any file, select SENDTO->COMPRESSED (ZIPPED) FOLDER



You can leave the zipped file as it is named, or rename it. now that all files and combined into one zipped file, you can delete all files in your file folder except for the newly created zipped file, as this is the file we will be sharing.

Now log into Microfocus Filr's web portal. On any web browser, you navigate to <https://employee.clawsons.com> and select the MicroFocus Filr link under "Corporate Links" on the left hand side of the page. Log into MicroFocus Filr with your eDirectory credentials.

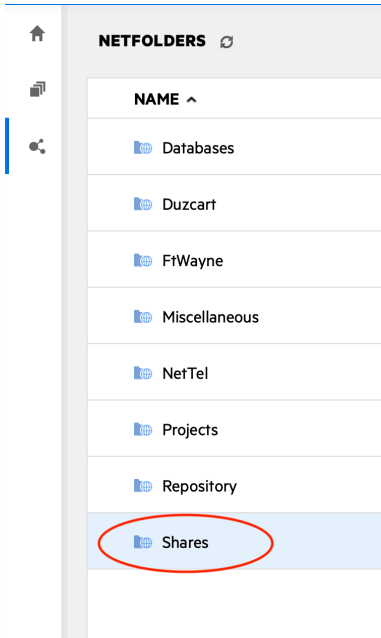
On the left hand side of Filr, click the "Netfolders" link



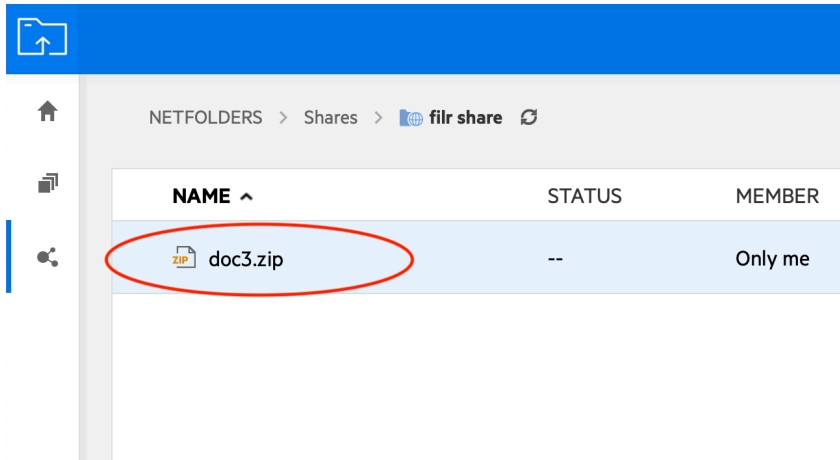
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This link leads you to our L: drive

Click the “Shares” directory

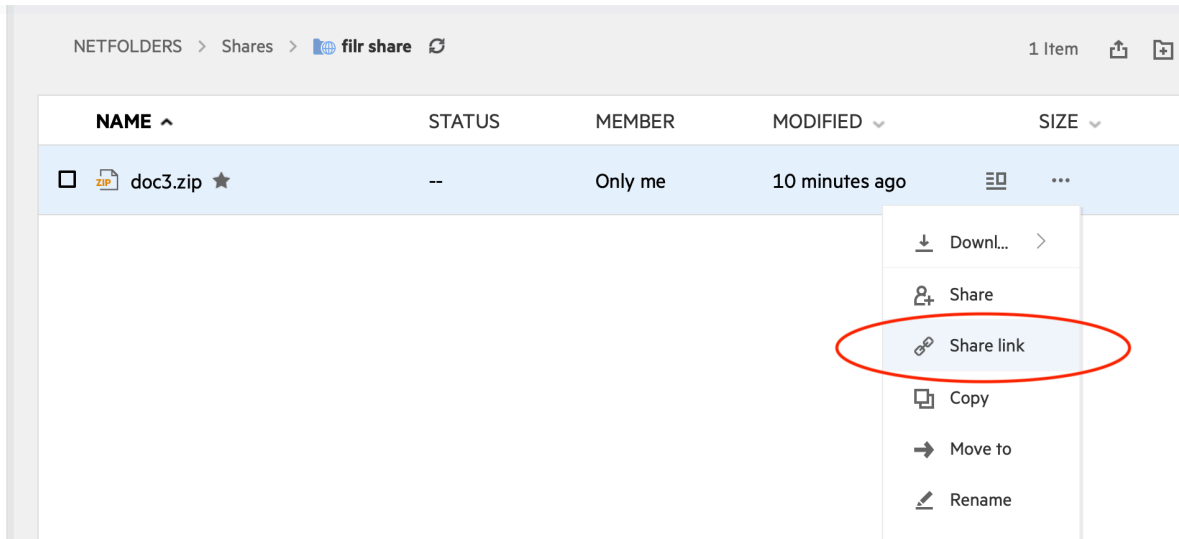


Click your created directory, in this example, we created a “filr share” directory and find your zipped file.

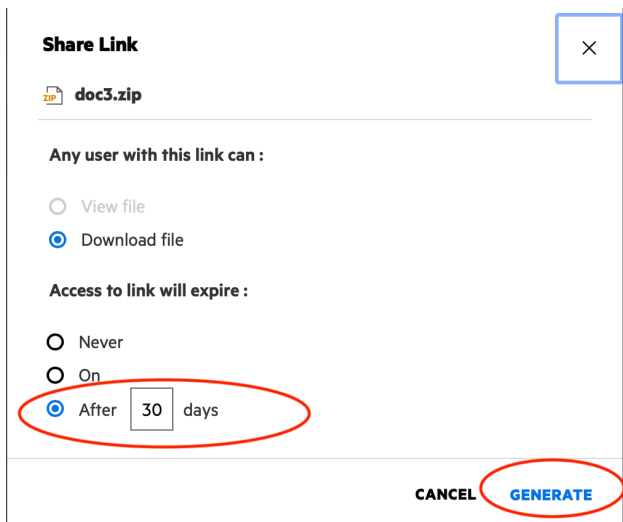


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Hovering your mouse over your file row, you will see three dots on the far right side of the page. Click the three dots, and select “SHARE LINK”

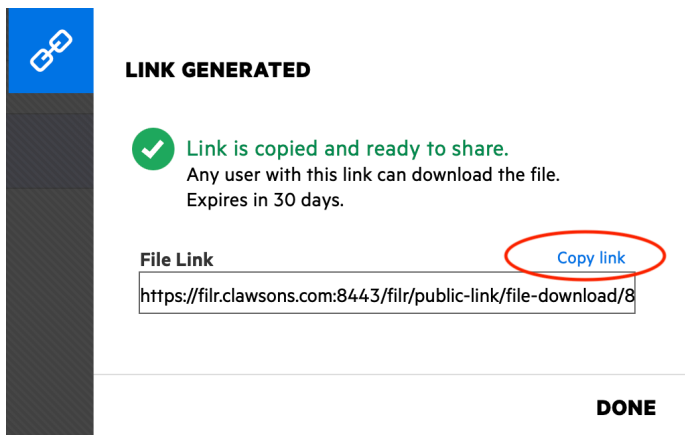


In the Share Link dialog box, select the expiration of the share. You may leave this as it's default if you prefer. Click GENERATE at the bottom right hand corner of the dialog box



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A unique URL is create for anyone to access the file. Click “COPY LINK’



LINK GENERATED

✓ Link is copied and ready to share.
Any user with this link can download the file.
Expires in 30 days.

File Link <https://filr.clawsons.com:8443/filr/public-link/file-download/8> [Copy link](#)

DONE

In Groupwise, compose an email to the user you wish to share the file with and paste the File Link into your email. To paste, you can use `ctl+v`, right click and select “Paste”, or use the menu in your email `EDIT->PASTE`.

Once you send the email, the recipient receives an email with the File Link and downloads the files you wish to share to their workstation.