## 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").

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- Mir Darenost (D-) 5 items	New >	Folder
		Korcsoft Access Database     Bitmap image     Microsoft Access Database     Microsoft Access Database     Microsoft Access Database     Microsoft PowePoint Presentation     Microsoft Publisher Document     Microsoft Publisher Document     Microsoft Ecol Worksheet     Gompressed (zipped) Folder

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, ctl+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

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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 <u>https://</u> <u>employee.clawsons.com</u> 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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	CLIENT DOWNLOADS		
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	Allows easy access to all your files and folders.		
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This link leads you to our L: drive

Click the "Shares" directory

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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"

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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

Share Link	×
zp doc3.zip	
Any user with this link can :	
O View file	
<ul> <li>Download file</li> </ul>	
Access to link will expire :	
O Never	
O On	
After 30 days	
	CANCEL GENERATE

A unique URL is create for anyone to access the file. Click "COPY LINK'



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.