

NSIT – Storing, Sending & Sharing Large Files An Introduction to WebShare

Introduction

WebShare is a web-based file sharing tool available to students, staff and faculty. However, faculty or staff should check with their department before using WebShare for work (there may be other department-specific fileshare services available). You can use WebShare to store, share or easily access files. Your WebShare directory has one gigabyte of storage, significantly increasing the storage available to you. To access your WebShare directory, go to the [WebShare homepage](#) and log in using your CNetID and password.

Basic Tasks

Uploading a File

1. Navigate to the directory to which you wish to upload your file(s).
2. Click the **Upload** button in the navigation toolbar.
3. Choose the file you wish to upload by entering the exact path or browsing.
4. To upload multiple files, first change the "Change the number of files to upload" drop-down list to be the number of files you wish to upload (up to 20). Then, select the files you wish to upload.
5. Click the **Ok** button. WebShare returns you to the directory where you began.

Viewing a File

1. Navigate to the directory in which you wish to view a file.
2. Open the file by clicking on it once. WebShare may prompt you to either open the file or save it. Choose to open the file in order to view it.

Sharing Your Files

Webshare lets you share your uploaded files in two ways. If the person with whom you wish to share a file has a CNetID, you can give them access by clicking the share button for that file and adding that person as a user. If you wish to share a file with someone without a CNetID, you can create a link to the file called a "ticket" that you can send to whomever you wish. Using tickets to share files is significantly less secure than adding a user to a file because anyone can forward a ticket via email, so we do not recommend using tickets to share files that you wish to keep relatively private. For step-by-step instructions on adding users and creating tickets, you can visit the [WebShare Support page](#).

For advanced features and additional information about how to use WebShare, log in to [Webshare](#) and click the "Help" link in the left sidebar. While logged in to WebShare, you may also use the Help button in the upper right corner.

For additional assistance, visit the [Support site](#) or call 4-TECH.

Frequently Asked Questions - WebShare

1. What can I do with this service?

You can use WebShare to store, share or easily access your files. Some useful ways to utilize this tool are:

- Use WebShare instead of sending large email attachments
- Use WebShare to share a file with others
- Use WebShare to grant someone temporary access to a file
- Use WebShare to access a file from multiple computers or locations
- Use WebShare to backup your files

2. Can people see what's in my folder?

People can only see files and directories to which you've granted them access, though we provide a private folder as a courtesy for sorting your files. There is one exception: **any** files uploaded to your public folder are visible to others by default. You will need to [change permissions](#) if you wish to prevent others from seeing files in your public folder. If you've granted Administer permissions to someone, he or she has the ability to grant access to others.

3. How can I tell if someone has looked at a document?

You can tell if someone has looked at a document by setting up subscriptions. A subscription is a request to receive an email notification when someone views, changes or comments on a file or directory to which you have read access. Set up a notification for a [Read Event](#) to learn when someone has viewed your document.

4. How can I tell if someone has added a new document to a shared folder to which I have access?

You can tell if someone has added a document to a shared folder by setting up subscriptions. A subscription is a request to receive an email notification when someone views, changes or comments on a file or directory to which you have read access. Set up a notification for a [Change Event](#) to learn when someone has viewed your document.



5. How much space do I have?

University of Chicago students, staff and faculty have one gigabyte of WebShare storage.

6. How can I check my quota?

The bottom gray bar of the Directory window displays the current directory's quota and size information. Total Size is the sum of the size of all files and the size of all subdirectories, including each subdirectory's contents. Quota is the maximum amount that you can save in the current directory. Available is the difference between the total size and the quota (i.e., how much space remains available for you to use for saving files and directories within the current directory).

7. How do I prevent someone who has write permissions to my file from making changes while I'm editing a document?

You can lock a file or directory to prevent other users with write permission from editing it or saving changes to it. Lock a file or directory by clicking the Lock  button for that file or directory. You can unlock the file or directory by click the Lock  button again.

8. How can I create and secure a drop box?

A drop box is a directory to which others can upload files, but they cannot see the contents. See the [Create a drop box](#) procedure for instructions.

Note: Faculty should use [Chalk](#) to create a drop box for a course.

9. Can I undelete something?

When you delete a file, WebShare doesn't immediate delete it, but instead moves it into your Trash folder. If you delete a file by accident, you can move or copy the file out of your trash to recover it. See the [Recovering a Deleted File](#) procedure for instructions. Emptying your trash permanent deletes the files in your Trash folder.

10. Is the site secure?

All files are encrypted when they are uploaded or downloaded, making WebShare somewhat more secure than email (which transmits messages between machines in readable "clear" text). Like email, however, if someone gets access to your machine while you are logged in, they will be able to access and read everything to which you have access.

11. Can I set up a web page here?

You can create a publicly viewable web page by uploading an HTML page to your public folder. However, we do not support or recommend WebShare for web pages at this time. If you want to set up a personal home page, you can do so on home.uchicago.edu.

12. How can my organization get a site?

At this time, WebShare is available for personal use only. We hope to offer organizational space in the near future.

13. How is it different from a Windows file share?

WebShare allows you to easily give permission for individuals and groups to view your files and directories. WebShare also allows you to share a file with someone outside of your division or even outside the University of Chicago.