Share Box content and control access using these methods

**Share with Invited People Only** (Default)
Invite someone as an Editor or Viewer so that the item appears in their All Files page. This default setting is the most secure and only invited people can access the content.

**Share with People with the Link** (Public)
Quickly copy and share hyperlinks (Creating Shared Links) by choosing Share with People with the link. IMSS recommends setting a link expiration date for public links.

**EXPRIE LINK ACCESS**
Edit your Shared Link Settings with an expiration date.

Never share sensitive information using “People with the link.” In particular, “People with the link” and “Non-private custom URL” shared links are both public and easily discoverable.