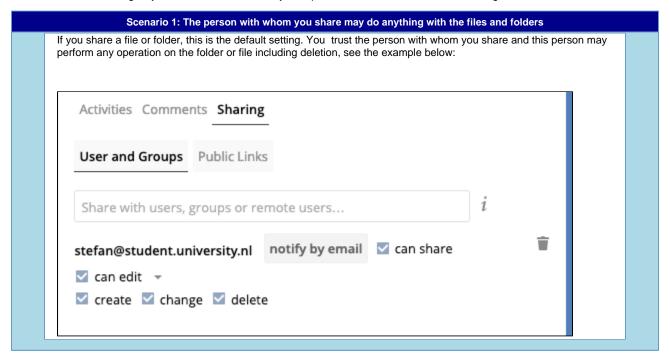
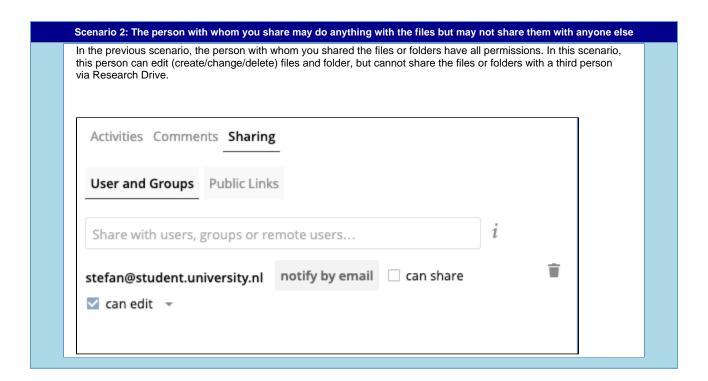
Set permissions when sharing files and folders

In this tutorial, we will discuss in detail the options that you can set when sharing. It is about the permissions that someone gets for the files or folders. In Research Drive, you can determine what a person with whom you share (internal or external) can do with the files or folders. We will describe a few scenarios below and indicate which options you could best use.

Overview of permissions
Can share(Kan delen): If you enable this option, the person with whom you share the files and folders can also share them with someone else.
Can edit (Kan wijzigen): If you enable this option, the person with whom you share can change the files and folders, delete them and create new files in a folder.
Create(Creëer): If you disable this option, the person with whom you share will not be able to create new files in a folder.
Change(Wijzig): If you disable this option, the person with whom you share cannot change the file.
Delete(Verwijderen): If you disable this option, the person with whom you share cannot delete the file or folder.

Please note that when sharing only a file and not a folder, only the options Can Share, Can Edit, and Change are available.





Activities Comme	nts Sharing				
User and Groups	Public Links				
Share with users,	groups or remote	users		i	
stefan@student.un	iversity.nl noti	fy by email	☐ can share		ŵ
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Activities Commo	ents Sharing	<u> </u>			
User and Groups	Public Link	s			
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Scenario 5: Persons are only allowed to upload files, and have no permissions to view or modify them

In this scenario, persons are only allowed to upload files or folders, and have no permissions to view or modify the files or folders.

A example is the submission of an assignment by students. Students can submit their assignment by uploading it, and cannot view or edit the assignments of other students.

Another example is that you are collaborationg with a couple of external partners and they have to upload their data while the other partners are not allowed to view/edit/download the data.

For this scenario you could use the Drop file function. To let people drop their files (upload only) can be done by creating a public link and choose the option 'Drop file'.