

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	
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Create(Creëer): If you disable this option, the person with whom you share will not be able to create new files in a folder.
<input type="checkbox"/>	Change(Wijzig): If you disable this option, the person with whom you share cannot change the file.
<input type="checkbox"/>	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.

Scenario 1: The person with whom you share may do anything with the files and folders	
If you share a file or folder, this is the default setting. You trust the person with whom you share and this person may perform any operation on the folder or file including deletion, see the example below:	
<div><div>Activities</div><div>Comments</div><div>Sharing</div><div><div>User and Groups</div><div>Public Links</div></div><div>Share with users, groups or remote users... <i>i</i></div><div>stefan@student.university.nl</div><div>notify by email</div><div><input checked="" type="checkbox"/> can share</div><div><input checked="" type="checkbox"/> can edit</div><div><input checked="" type="checkbox"/> create</div><div><input checked="" type="checkbox"/> change</div><div><input checked="" type="checkbox"/> delete</div><div></div></div>	


Scenario 2: The person with whom you share may do anything with the files but may not share them with anyone else

In the previous scenario, the person with whom you shared the files or folders have all permissions. In this scenario, this person can edit (create/change/delete) files and folder, but cannot share the files or folders with a third person via Research Drive.

Activities **Comments** **Sharing**

User and Groups **Public Links**

Share with users, groups or remote users... *i*

stefan@student.university.nl **notify by email** ☐ can share 

☒ can edit ▼


Scenario 3: The person with whom you are sharing may only view the files, not edit or share them

In this scenario, you only share a file or a folder so that the person with whom you share can view the files but cannot change or delete them.

Activities **Comments** **Sharing**

User and Groups **Public Links**

Share with users, groups or remote users... *i*

stefan@student.university.nl **notify by email** ☐ can share 

☐ can edit ▼


☐ create ☐ change ☐ delete


Scenario 4: The person with whom you share may not delete files, but may modify them

In this scenario, the person with whom you share files or folders is allowed to edit but not delete the files or folders.

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[User and Groups](#) [Public Links](#)



stefan@student.university.nl [notify by email](#) ☒ can share 

☒ can edit ▼

☒ create ☒ change ☐ delete

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 collaborating 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'](#).