Share with other Research Drive users

You can easily share files and folders with other Research Drive users. These are people who have their own login account for the Research Drive. These can also be external people with whom you have previously shared files or folders.

Subjects:

- Share a file or folder with a Research Drive user
- Share the location of a shared file or folder with a Research User (Private link)

Invite new users

When the person you want to share files with does not have an account yet, you can easily invite this person via the Research Drive Dashboard.

Sharing with external users

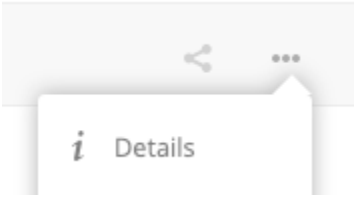
How to share files and folders with external people for the first time is described in the other subjects too. There are a few options for this, in addition to invite this person;
- Share a file or folder via a public link (No Research Drive account required)
- Share a file or folder with a user on a different Research Drive environment or SURFdrive

Share a file or folder with a Research Drive user

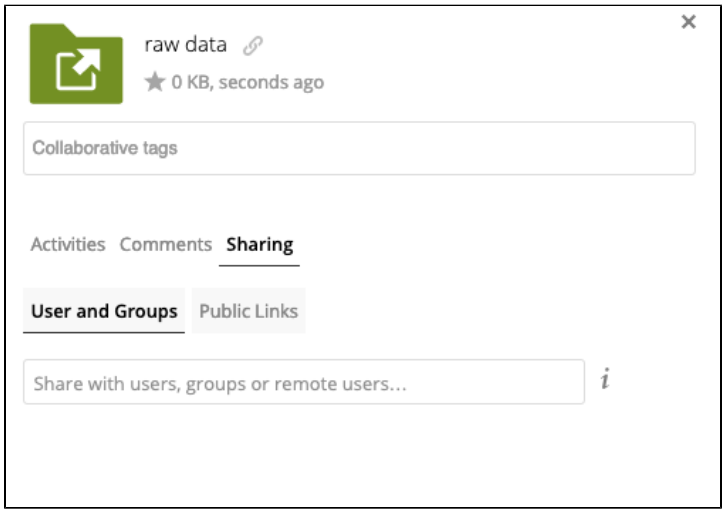
In the example here, we shows how to share the folder 'raw data' with Alice, a colleague with a Research Drive account.

Step-by-step

1. To start sharing a file or folder, click the three dots behind the file or folder. Via the menu option "Details", you can reach the tab "Sharing".



2. On the right side the following screen will appear:



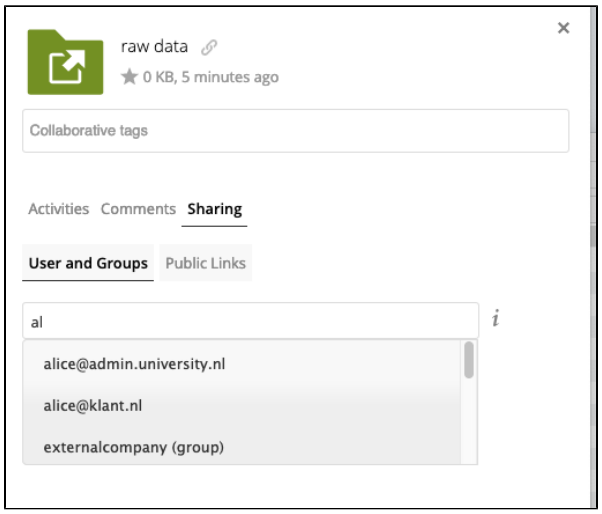
3. You can easliy search for a user or group by typing in the first letters of the name. All users and groups that start with these letters will be shown in an overview.

You choose the user or group to share with by clicking it. In this example I look up Alice, a colleague of me who also has a Research Drive account.

When the person you want to share with does not have a Research Drive account yet, you can easily invite this user via the Research Drive Dashboard.

Not all users are immediately traceable

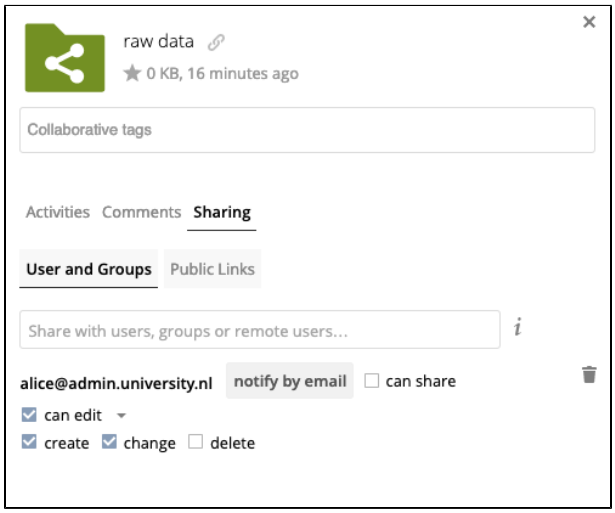
Not all users are immediately traceable with 2 characters, it can be that you may have to enter the full username before the user becomes visible.
You can find your Research Drive username on your personal settings page.



4. You will now get a number of options for sharing: can share / can edit. Under the option 'can edit' you can click the arrow for more detailed options: create/change/delete.

In my case, Alice gets permissions to edit - she can create and change, but not delete files and folders. Moreover she has not the permission to share the folder with other people via Research Drive.

I click 'notify by email' and Alice will receive a notification that I have shared the folder 'raw data' with her. You can find more details about sharing options and permissions in the next tutorial.



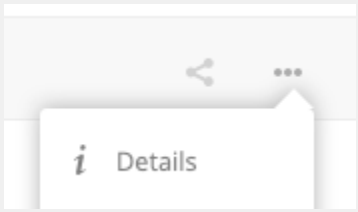
5. You can stop sharing the folder or file by clicking the trash bin icon.

Share the location of a shared file or folder with a Research User (Private link)

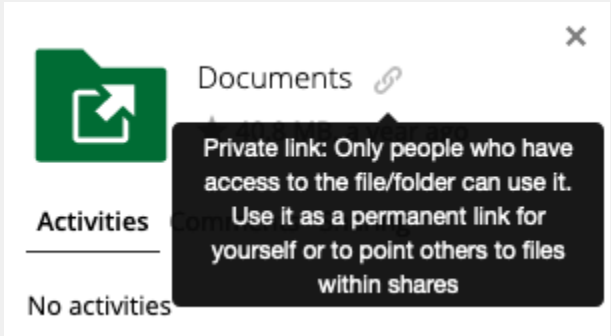
If you want to share the location of a shared folder or file with other Research Drive users, copying the URL from your browser may not always have the desired effect. The private link can be used to share a specific shared file.
In the example, we show you how to request the private link of a document / folder.

Step-by-step

1. Open the tab with the detail options of the relevant folder or file



2. Copy the private link by clicking on the paper clip at the top right.



3. Share the private link with the Research Drive user. Happy sharing!