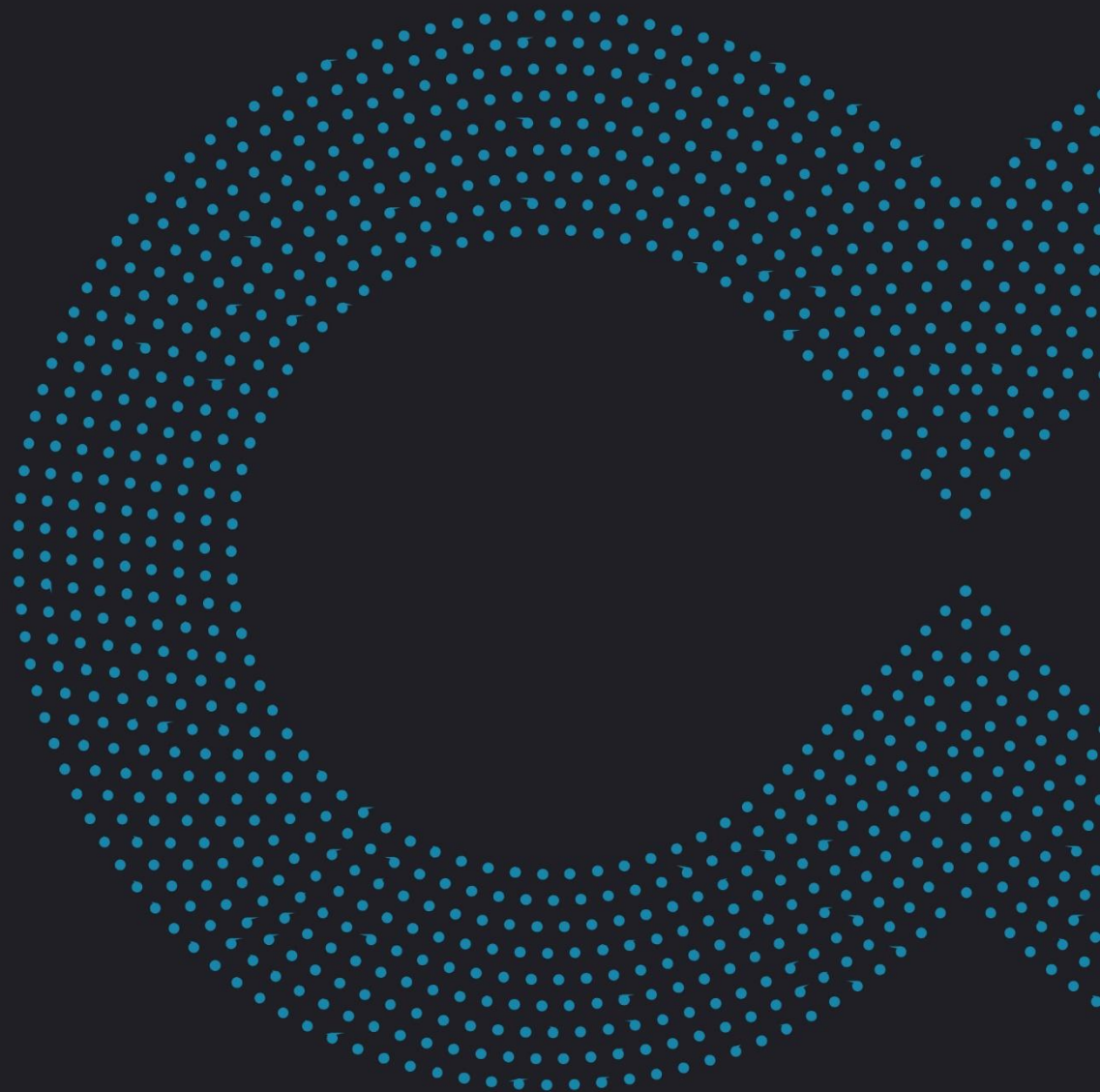


∞drive work

User Guide

Comparative table of data sharing



1. Terms of use

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2. Distribution list

Company	Role
Oodrive Group	Oodrive Group colleagues and clients

Comparative table: types of data sharing available on Oodrive Work & Oodrive Work_share



Generate a link

Generate a link that you can copy and paste to share using the communication tool of your choice.



Share via email

Send your recipients a custom email and secure link to your shared content. Each recipient will be able to access the shared content based on the sharing permissions that you have set for them.



Create a drop box

Make a drop folder available to your internal and external collaborators so that they can deposit documents in it.



Create a collaborative folder

Share a collaborative folder with your colleagues and set access permissions for each of them. Once shared, the collaborative folder appears on their workspace.

Recipients

	Generate a link	Share via email	Create a drop box	Create a collaborative folder
Users	●	●	●	●
Contacts with an account* <small>*Only in Oodrive Work</small>	●	●	●	●
Contacts	●	●	●	
Other recipients (any email address)	●	●		

Sharing permissions

	Generate a link	Share via email	Create a drop box	Create a collaborative folder
View (view only)	●	●		●
Download (view and download)	●	●		●
Upload (view, download and upload)		●	●	
Edit (view, download, upload and edit)				●
Organize (view, download, upload, edit and delete)				●
Collaborate (view, download, upload, edit, delete and share)				●

Advanced options

	Generate a link	Share via email	Create a drop box	Create a collaborative folder
Define share end date & time	●	●	●	●
Add watermark	●	●		●
Send activity summary to sender	●	●	●	●
Protect with password	●	●	●	
Set download limit		●		
Make recipients visible to one another		●	●	●
Make uploaded files visible to all recipients (available for "Upload" permissions set)		●	●	
Send activity summary to recipients				●

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