

Shared folders for restricted access by SFTP/FTPS clients

Clients and external users will only be able to transfer/view files to the folder shared with them using FTP client



Set up shared folder

- by client
- by project
- by date

Create Username

- standard username/pwd
- default folder
- 0 GB quota
- force FTPS/SFTP

Share Folder privileges

- Read only
- Write only
- Read/Write-no delete
- Read/write

Set email notifications

- shared folder user
- external user
- can specify upload/download

Login as owner of shared folder
<https://ftp.hostedftp.com>
Create the user workspace on the Files page.
 Best practice is to create a main folder and then sub-folders for the next level e.g.
 -customers
 -projects
 -date of event/campaign

Create usernames for external access by SFTP /FTPS clients
 On the Users tab select Add username

Then complete the details. Note that a best practice is to specify a 0 GB storage quota to ensure that all files are uploaded into the default folder

Specify "Default" folder under options and Force FTPS/SFTP and then Save

On the Files tab click the specific sub-folder to be shared with the external client for restricted access
 Select folder (sub-folder) to share file(s) and then:

- Click Share button
- Click Add contact button
- Select Add contacts button again or type username

Select the proper privileges i.e. Read, Write, Read/Write, Read/Write-no delete

On the Sharing tab for the folder set the notifications for :

- The share owner for upload/download activity
- The external user for upload/download activity

Note that a typical use case is for the external user is to be notified when a file is uploaded and the folder owner when the file is downloaded.

See the [QuickStart Contents](#) for further information on setup details