



This document answers frequently asked questions about Sharing Center. Sharing Center is a modern, unified interface for sharing, tracking and managing external access to M-Files content.

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How can I access Sharing Center?

Sharing Center is included in all M-Files editions. It is available for the new M-Files Desktop and the new M-Files Web. You can only use it to share files for which you have editing rights. To access Sharing Center, open the context menu of a file and select **Share externally**.

What can I use Sharing Center for?

You can use Sharing Center to share files from M-Files to external users. You can share a file either with a passcode-protected link (only specified visitors can open the file) or with a public link (anyone with the link can open the file). With Sharing Center, only one link is created per file. Everyone with editing rights can see to whom the file is shared, edit the expiration date, and stop sharing.

How can I see what I have shared with externals?

In the first release, you must open Sharing Center for a particular file to see whom you have shared the file with. Later, you can see all the files that you and other people have shared externally.

Can an admin user see audit logs about external sharing?

Not in the initial release. Later, we will add external sharing events to the audit logs.

Can I disable the link, or stop all the sharing for the file?

Yes, you can select **Stop all sharing for this file** from the 3-dot menu in the **Share** dialog.

Will Sharing Center get new capabilities in the future?

Yes, we plan to implement many new features to Sharing Center in the future. For example, later you can share a file with editing access.

Can I disable the capability to create public links?

Yes, you can disable public links in M-Files Admin. For more information, refer to [Disabling sharing to anyone with the link](#) in the M-Files user guide.

What is the url format of a shared link?

This is the shared link url format:

```
http(s)://domain/link/⟨⟨vaultguid⟩⟩/external?share=⟨⟨accesskey⟩⟩
```

⟨⟨Vaultguid⟩⟩ represents the unique reference of the vault and ⟨⟨accesskey⟩⟩ the unique reference of the link of the shared file.

For example:

```
https://motivetr.cloudvault.m-files.com/link/ACF7FC8D-2A41-43FD-BACC-FDD895870357/external?share=270cf336499a3fc3dfcade3785ffd5d110ef81d29aa2b83888d86e8dca530cfd
```

What happens if the user who shared the file loses access to the file or the vault?

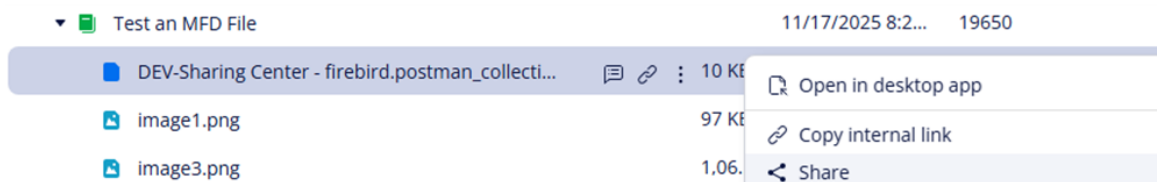
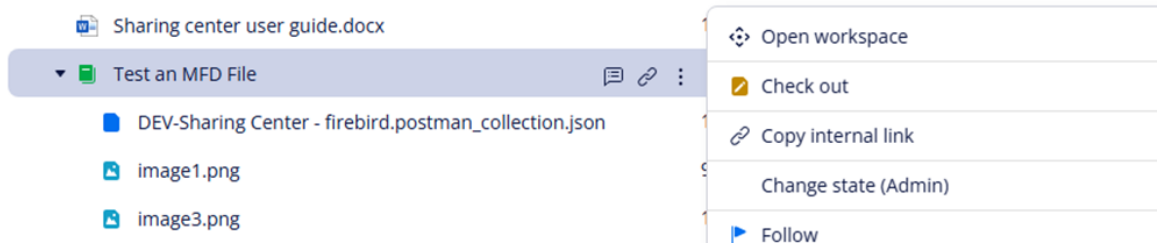
The shared link stays valid until the expiration date. If the license of the user who shared the file is disabled in the vault, the link becomes invalid and will not work anymore.

These changes do not affect link access.

- The user is assigned a read only license.
- The edit rights of the user are removed for the file.

Can I create a shared link to a multi-file document?

No, it is not possible to create shared links to multi-file documents. However, you can share links to individual files inside the multi-file document.



1 The share menu is only available for files inside the multi-file document, not the multi-file document itself.

What does the **Report this file** button in the shared link page do?

The **Report this file** button is only visible in M-Files cloud environments. You can use it to report malicious or illegal content. When you select the button, it opens a new email window addressed security@m-files.com.