# 4.10 Sharing Files and Folders

LightDrive lets you share files and folders with people outside your Vault. Recipients do not need a LightDrive account.

You can create a share in two ways:

- **Email share:** Enter the recipient’s email address. LightDrive sends the share link to that address.
- **Public share link:** Create a share link and send it yourself through a trusted channel.

In both cases, access is provided through the share link. Anyone who has the link, and the password if one is set, can use the share according to the permissions you choose.

1. Open the item’s action menu or **Details** sidebar.
2. Open **Sharing**.
3. Either enter the recipient’s email address or create a public share link.
4. Set the permissions and protections you want.
5. Set the required expiration date.
6. If you created a public link, copy and send it through a trusted channel.

Available options may include password protection, view or download access, upload or editing permissions, and upload-only access for folders.

For sensitive material, use a password and send the password separately from the share link.

An upload-only share lets visitors add files without seeing the folder’s existing contents. Files they upload use the folder owner’s Vault storage quota.

The owner remains responsible for the shared item and can change or remove the share at any time.

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Current online article: https://help.lightdrive.one/files-and-storage/sharing-files

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