

Sharing files with SWITCHdrive

Products

	Name
System	Windows/Mac
Application	SWITCHdrive

Description

SWITCHdrive allows you to share files and folders with other SWITCHdrive users or not.



CHUV employees: The SWITCHdrive service is not available to CHUV users. If you need cloud storage service, please first contact service.desk@chuv.ch.

Please keep in mind that if you share files/folders by public link, users can send it to somebody else. If you give all rights to somebody, this person can upload files and share them with other people. You can manage the privileges you give on your files.

Prerequisite: you must [activate your account](#) in order to use SWITCHdrive.

Sharing files with other SWITCHdrive users

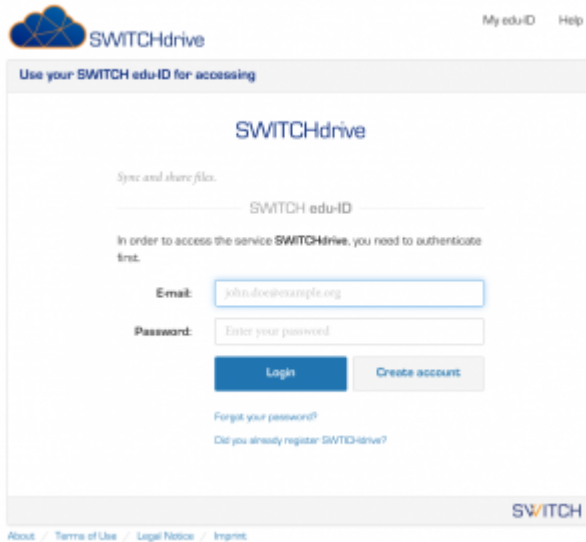
Video tutorial

🖱️ (Double-click video to enlarge)

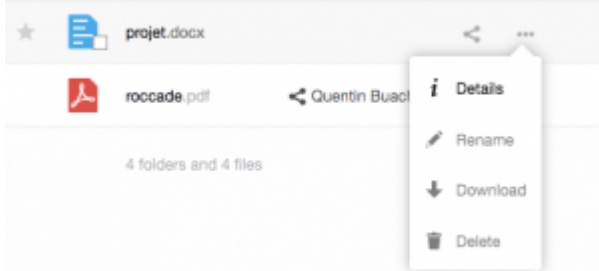
[Video tutorial](#)

Using the web interface

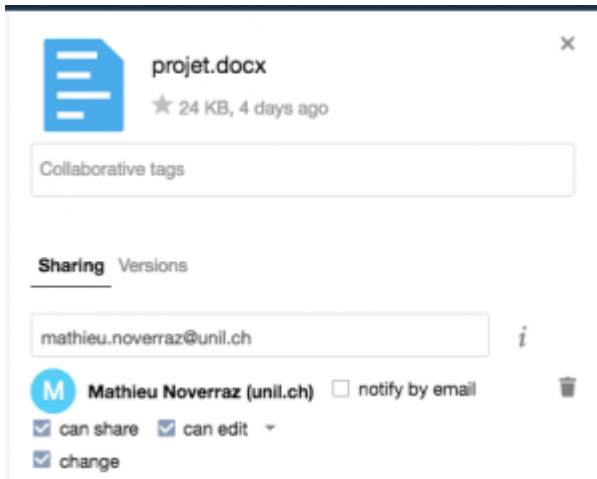
1. Go to <https://drive.switch.ch> and log in.



2. Choose the document, click on "⋮" and then on **Details**: menu opens on the right side.

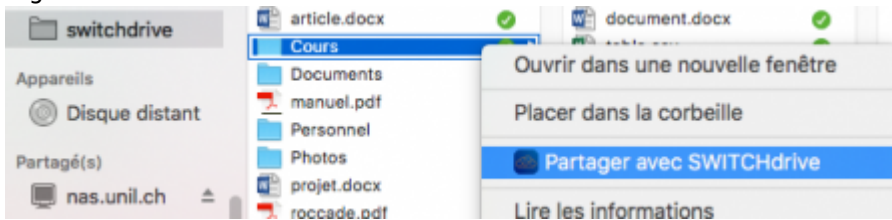


3. Type the e-mail address of the person you want to share the file with and manage the privileges by checking/unchecking the options. You can also delete the e-mail address by clicking on the "trash".

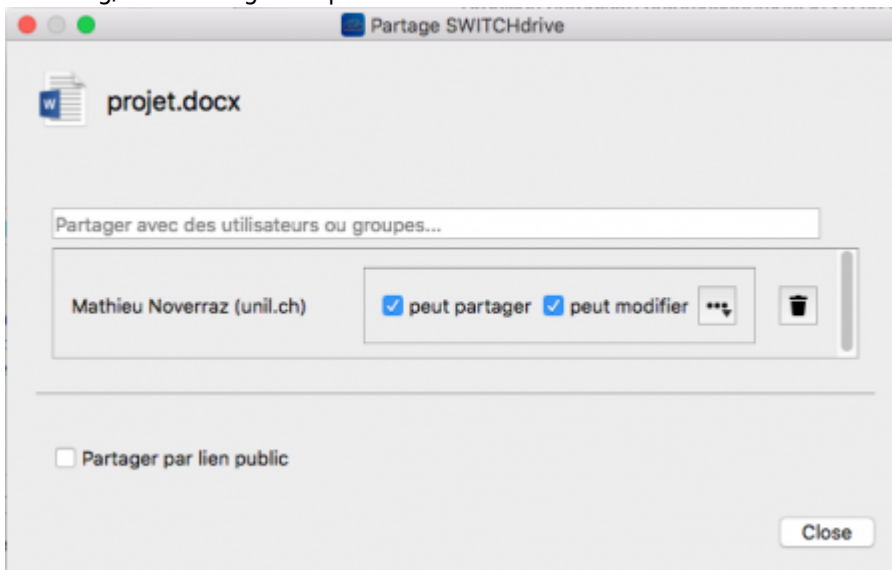


Using the desktop client (Mac/Windows)

1. Install SWITCHdrive on your computer if this is not already done.
2. Open the SWITCHdrive folder on your computer and choose the document you want to share.
3. Right-click on the document and choose **Share with SWITCHdrive**.



4. Type the e-mail address of the person you want to share the file with and manage the privileges by checking/unchecking the options. You can also delete the e-mail adresse by clicking on the "trash".



Sharing files by public link

This is the procedure to share files with external users which don't have SWITCHdrive.

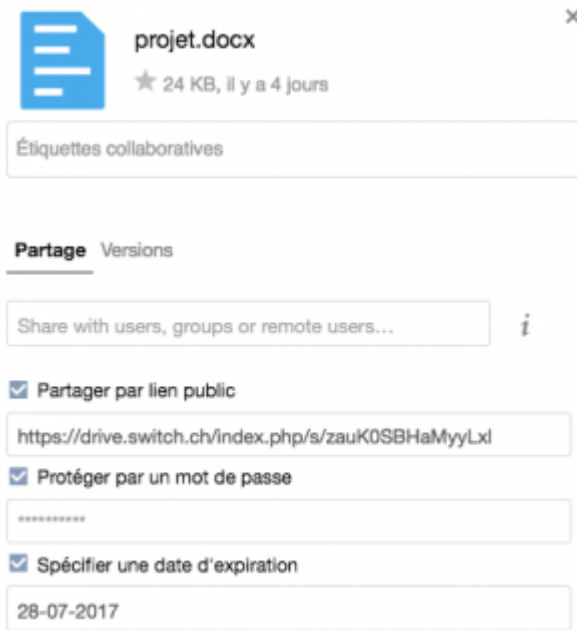


A public folder shared by a public link can be edited (adding a file or folder to the shared folder) by your guest if you give him the right to do it. On the other hand, your guest must download the shared documents if he wants to modify them.

Using the web interface

1. Follow the steps 1 and 2 above (*sharing files using the web interface*).

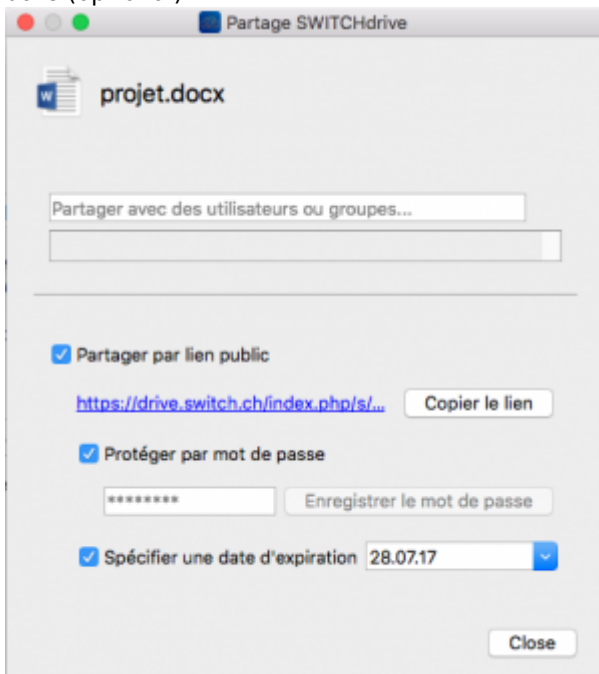
2. Check the box **Share link**. You can protect your file by adding a password (optional) and an expiration date (optional).



3. Send the link, the password and the expiration date if necessary, to the people you want to share your file.

Using the desktop client (Mac/Windows)

1. Follow the steps 1 to 3 above (*sharing file using the desktop client*).
2. Check the box **Share link**. You can protect your file by adding a password (optional) and an expiration date (optional).



3. Send the link, the password and the expiration date if necessary, to the people you want to share your file.

[switch](#), [partage](#), [document](#)