

Webshare

Service Overview

Introduction

WebShare is a web-based file sharing tool available to students, staff and faculty. WebShare is a great way to store, share, and easily access files that you legally own. Your WebShare directory has one gigabyte of storage.

Using WebShare, you can organize and access your files from any computer with an Internet connection, store and share files or groups of files that are too large to send by email, store and share files with a group that needs to work together, and share files in a secure environment.

(Note: Faculty and staff should check with their departments before using WebShare for work, as there may be other department-specific fileshare services available).

You can learn more about WebShare by watching our WebShare Introduction video at nsit.uchicago.edu/webshare.



Getting Started

To access your WebShare directory, go to webshare.uchicago.edu and log in using your CNetID and password.

Uploading and downloading files using WebShare is easy. For step-by-step instructions, visit nsit.uchicago.edu/docs/webshare. You can also watch our WebShare Uploading and Downloading demonstration at nsit.uchicago.edu/webshare/storing.

WebShare lets you share your uploaded files in two ways. If the person with whom you wish to share a file has a CNetID, you can give them access by clicking the share button for that file and adding that person as a user. If you wish to share a file with someone without a CNetID, you can create a link to the file called a "ticket" that you can send to whomever you wish. You can even share a file for a limited amount of time by setting an expiration date.

Visit nsit.uchicago.edu/docs/webshare for FAQs and instructions on how to use WebShare. For advanced features and additional information about using WebShare, log in to WebShare and click the "Help" link in the left sidebar, or use the "Help" button in the upper right corner.

For useful tips and recommendations about using WebShare, visit nsit.uchicago.edu/webshare/practices.

For additional assistance, please email support@uchicago.edu or call 4-TECH



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