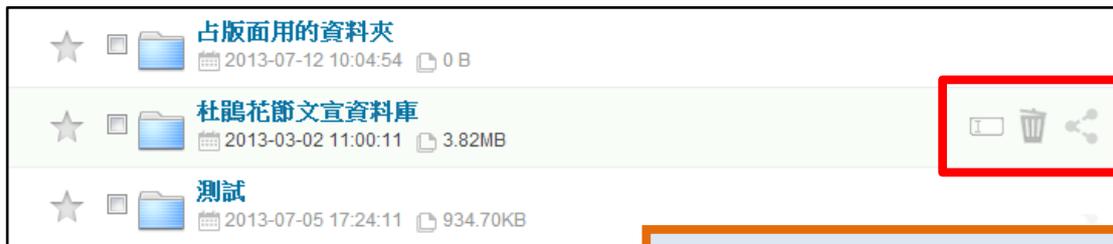


我要如何分享我的檔案或資料夾呢？ 可以讓朋友也能編輯我的檔案嗎？

第一步

找到你要分享的檔案或資料夾，將滑鼠移到最右邊，
會出現三個圖示。



若螢幕解析度過低，可能需要將畫面捲到最右邊，圖示才會出現。

第二步

請按下最右邊的分​​享按鈕。



第三步

此時會跳出分享設定的視窗，你可以直接將網址貼給朋友，他們就可以瀏覽、下載你所分享的檔案囉。



The image shows a two-step process for sharing files. The top part is a 'Share Settings' window for a folder named '杜鵑花節文宣資料庫'. It displays a shareable link: <https://www.space.ntu.edu.tw/navigate/s/7A7>, which is highlighted with a red box. Below the link, it shows the password field is empty and the folder is not protected. The expiration date is set to 24 days, ending on 2013-07-19 10:27. A button '產生雲端分享碼' (Generate Cloud Share Code) is visible. To the right, a callout box says '把網址貼給朋友就可以囉!' (Just paste the URL to your friends!).

The bottom part shows the resulting shared folder view. The title bar indicates the folder name and expiration date. Below the title bar are buttons for '加入收藏' (Add to Favorites) and '打包下載' (Download as Package). A list of files is displayed, including PDFs like '2013三國M欣賞.pdf', '2013三國M正畫.pdf', '2013精華.pdf', '2013精華黑白版.pdf', 'TEST.pdf', '霸王.pdf', '香檳合併.pdf', and '朝陽.pdf'. Each file entry shows its name, date, and size.

點進分享的網址，不用登入就能直接看到分享的檔案喔！！

第四步

若你只想分享給特定的人，可以設定密碼。

也可以更改分享期限，最長可以永不到期。



點一下這裡，依照指示設定密碼即可

點一下這裡，可以更改分享期限

第五步

若你不只想分享資料夾，
還希望朋友也能在資料夾中自由上傳、編輯、刪除檔案，
可以點擊左下角最右邊的圖示進行共用空間設定。



三個圖示由左至
右依序是：

1. 取消分享
2. 啟用分享
3. 啟用共用空間



新增朋友進入合作成員名單



請輸入朋友的完整 NTU Mail 信箱地址再按下「新增」。全部加完後便可點擊「完成」。

朋友就能從「我參與的公共空間」進入你的資料夾了！

The screenshot displays the NTU Space interface. On the left sidebar, under the '分享' (Share) section, the option '我參與的共用空間' (Shared Spaces I Participate In) is highlighted with a red box. A red arrow points from this box to a folder in the main content area. The main content area is titled '共用空間' (Shared Spaces) and shows '3個項目' (3 items). Below this, there are buttons for '建立共用空間' (Create Shared Space) and '重新整理' (Refresh). The main content area is divided into sections: '全選' (All), '我參與的' (Shared Spaces I Participate In), and a list of folders. The first folder listed is '杜鵑花節文宣資料庫' (Cuckoo Flower Festival Publicity Database), which is shared by '我參與的 b00107000@ntu.edu.tw'. The left sidebar also includes sections for 'NTU Space' (MySyncFolder, 資源回收筒), '標籤' (Tags), '屬性' (Properties), and '分享' (Share). At the bottom of the sidebar, it shows storage information: '總空間:10.0GB', '使用空間:163.0MB', and '到期日:2113-08-11', along with buttons for '帳號資訊' (Account Information) and 'IP'.