

# 如何在 owncloud 中分享資料夾 How to share your folder in owncloud

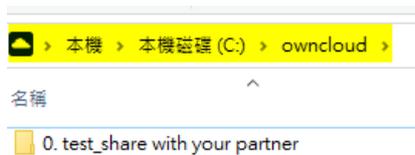
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本範例示範如何分享 owncloud 資料夾給團隊夥伴

In this example, we will demonstrate how to share your folder in owncloud with your partner.

Step 1: 首先確定該資料夾是在資料雲資料夾底下。

Step 1: First, please ensure that the folder you want to share is in your owncloud working directory.



Step 2: 對要分享的資料夾按右鍵選 share

Step 2: Please right-click on the folder you want to share and select "ownCloud->share"



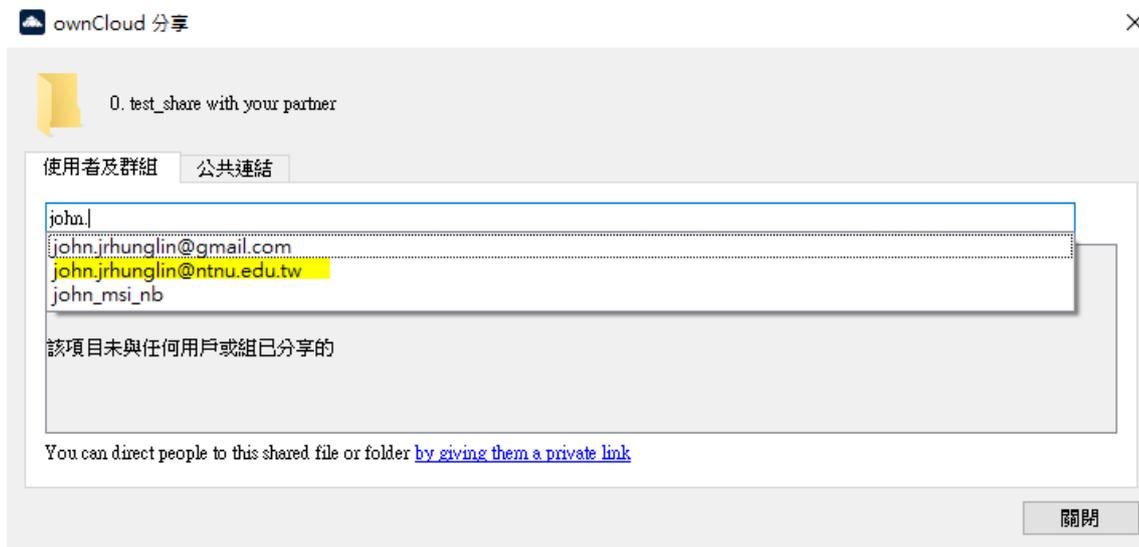
Step 3: 輸入要分享的對象的帳號(通常是一個 email)

Step 3: Please enter the account of the person you want to share with (usually an email.)

本例以 john.jrhunglin@ntnu.edu.tw 為例

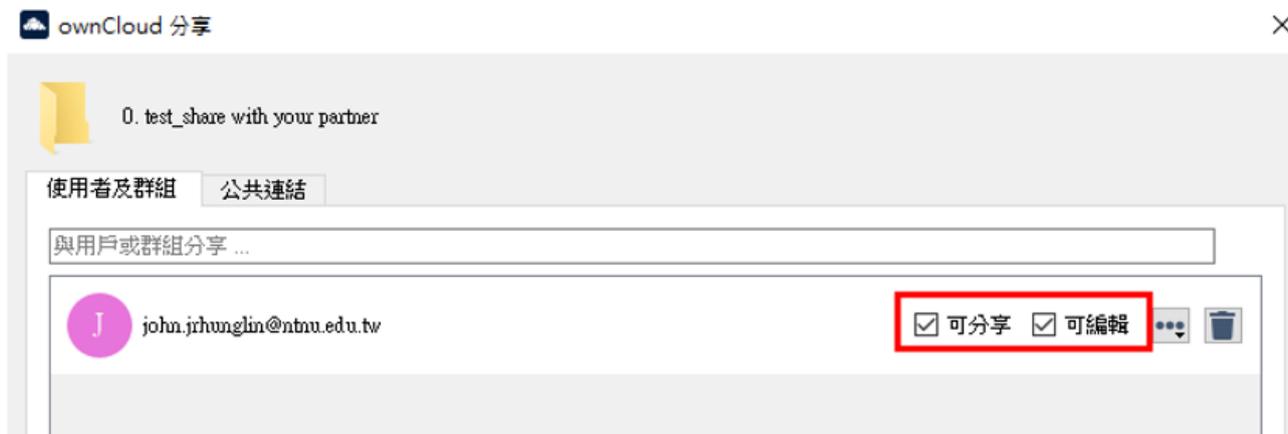
In this example, we are sharing the folder with John, whose email is

john.jrhunglin@ntnu.edu.tw.



Step 4: 點選該 email 後成功分享。分享的方式，可以依照需求變更，預設分享方式是可分享可編輯。

Step 4: Please click on his email, and you will have successfully shared with him. The sharing methods can be adjusted according to your needs, with default options allowing both sharing and editing.



Step 5: 按關閉即可，這樣該資料夾就會"自動"出現在 john 的雲端底下。  
將想分享的資料放在該資料夾底下，john 的資料就會同步更新。

Step 5: Please click on '關閉' (close), and the folder will automatically appear in John's ownCloud.  
When you place the files you want to share with John in this folder, his data will synchronize accordingly.

You can direct people to this shared file or folder [by giving them a private link](#)

關閉

祝 使用愉快

Enjoy it.

John J. H. Lin