How to share files with Apple's MobileMe service

Introduction:

With MobileMe, Apple's internet services, you can place files online for others to download. This saves your colleague time and hassle as they don't have to receive large attachments from you, and can download the file at a time which suits them.
This involves two steps: uploading your file to MobileMe, and then sending the details to your colleague.

The initial setup:

First step is to turn on your password protection for your iDisk. If you don't do this, all files placed in your public folder on the iDisk will be available on the internet.

1/ open System Preferences from the Apple menu

2/ click on MobileMe

3/ go to the iDisk tab

4/ tick the "Password-protect your public folder" tick box

5/ enter the password you would like to use.

Do **NOT** use your master MobileMe login password here. Use another password, as you may wish to give this to certain people so they can access all items you place in the Public folder. If you do give them your MobileMe master password, they will have access to all of your MobileMe services such as your email, contacts and calendar- very, very bad!!
Once you have entered the password and confirmed it, click OK

☑ Password-protect your public folder

Enter a password to protect your Public folder:

Password: [   ] 🔑
Confirm: [   ]

(Cancel) (OK)

Here is a quick summary of the levels and password access for MobileMe:

1/ master MobileMe password   -> used to access your email, contacts and calendars   -> NEVER give this to anyone else

2/ your iDisk Public password   -> used for access to **all** files in your Public folder on the iDisk. Only give this to people who you wish to have access to **all** files in your Public folder on the iDisk.

3/ individual file password   -> you can set passwords for individual files, and this is the best way to protect your files. You may wish to allow a person to have access to a particular document, but not to any other file. Using individual passwords is the best way to do this.

Uploading files on MobileMe:

Once you have completed the set-up of your MobileMe Public folder protection, you are ready to put files on your iDisk.

1/ login to the MobileMe website by going to http://www.me.com

2/ click on the iDisk icon in the toolbar at the top of the page (see left)

3/ now click on "Public" in the left hand sidebar

4/ now you will see the contents of your Public folder (this may be empty if you have not used it before). Use the upload button (see left) at the top of the page to begin the process of putting a file into the Public folder.

5/ when you click on "upload", you will be asked to choose the files you wish to place on your iDisk: click on the "choose" button to continue.

From the next window, find the file you wish to upload and click on "choose".

6/ once the file is finished uploading to the iDisk, you can choose to upload another file or click on "done" to finish this stage.

7/ when you click on "done" you will return to the iDisk page and see the new file listed in your Public folder.

At this stage, your file is on the iDisk, and can be accessed by you using your master MobileMe password *or* can be accessed by anyone with your iDisk Public folder password.

How to assign a password and share an individual file:

To set a password for an individual file, you need to follow the steps above and upload the file to the iDisk. After step 7, continue with the steps below:

IDISK

Public Folder

test.txt

🏠 Home

📁 Public

📡 Shared Files
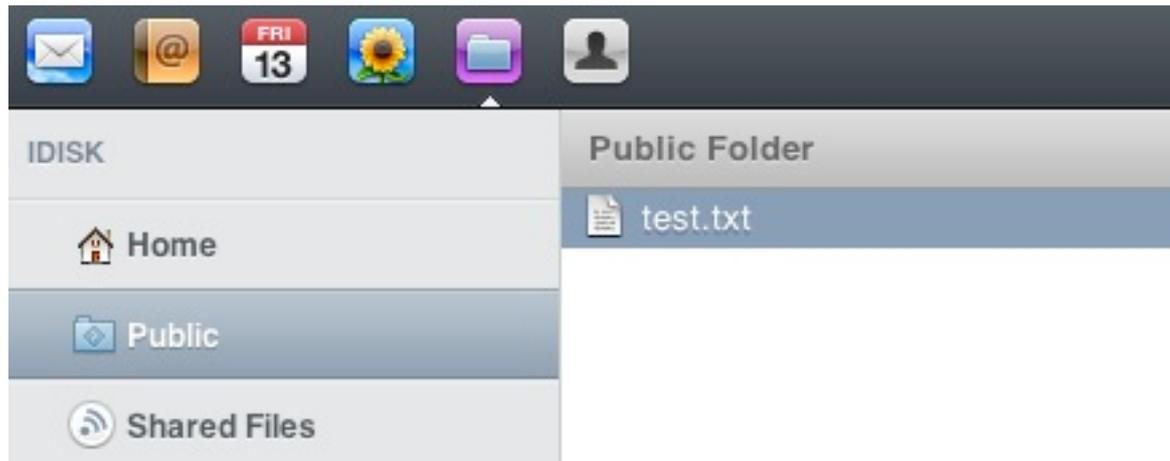
8/ To assign a password, select the file by clicking on its name once in the MobileMe webpage. Then click on the "share file" button on the right-hand panel.
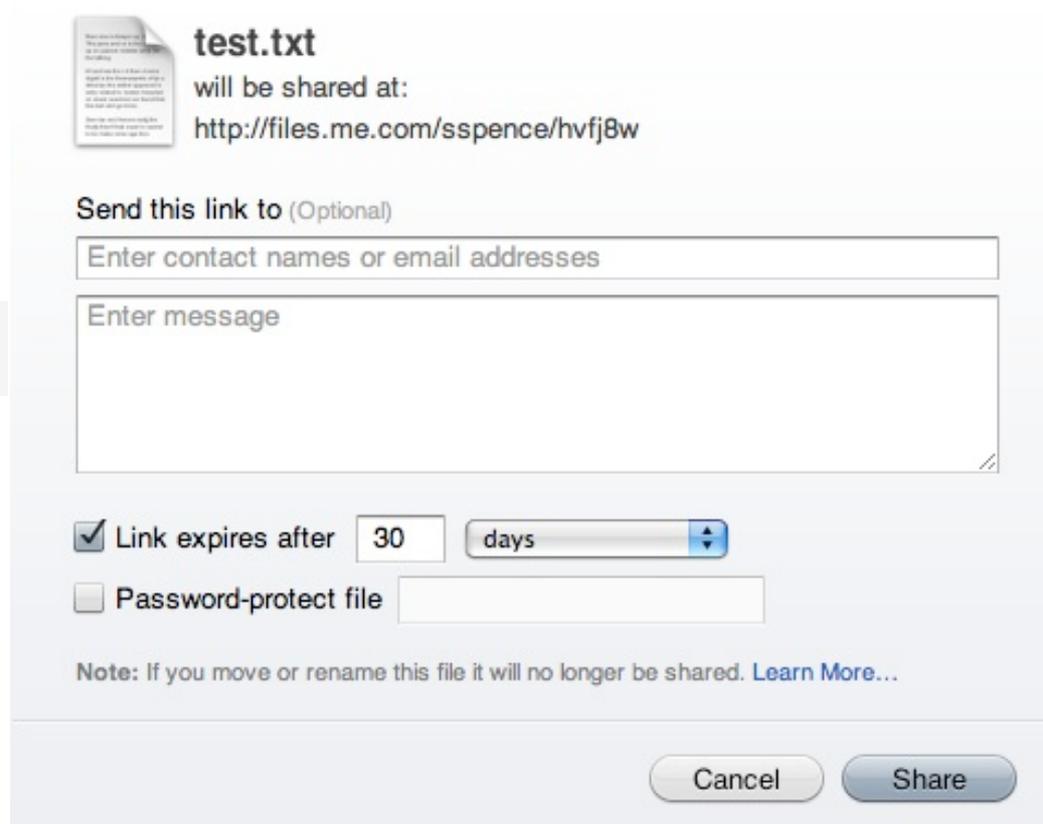
Share File…
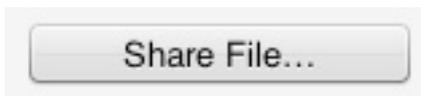
You will now see the settings screen for the file (see right).

9/ to protect the file, tick the password protect box and enter the password for this file. This is the password you will need to send to your colleague so they can download this document.

test.txt
will be shared at:
http://files.me.com/sspence/hvfj8w

Send this link to (Optional)

Enter contact names or email addresses

Enter message

☑ Link expires after 30   days

☐ Password-protect file

Note: If you move or rename this file it will no longer be shared. Learn More…

Cancel   Share

You can also limit the time that the file will remain available by using the "link expires" option.

10/ you can now fill out the rest of the details in the window, such as the email address of the person you want to allow access the file, and a message for them. When you click on "share", an email will be sent from your MobileMe email address to the person, and they will be given the link to download the file.
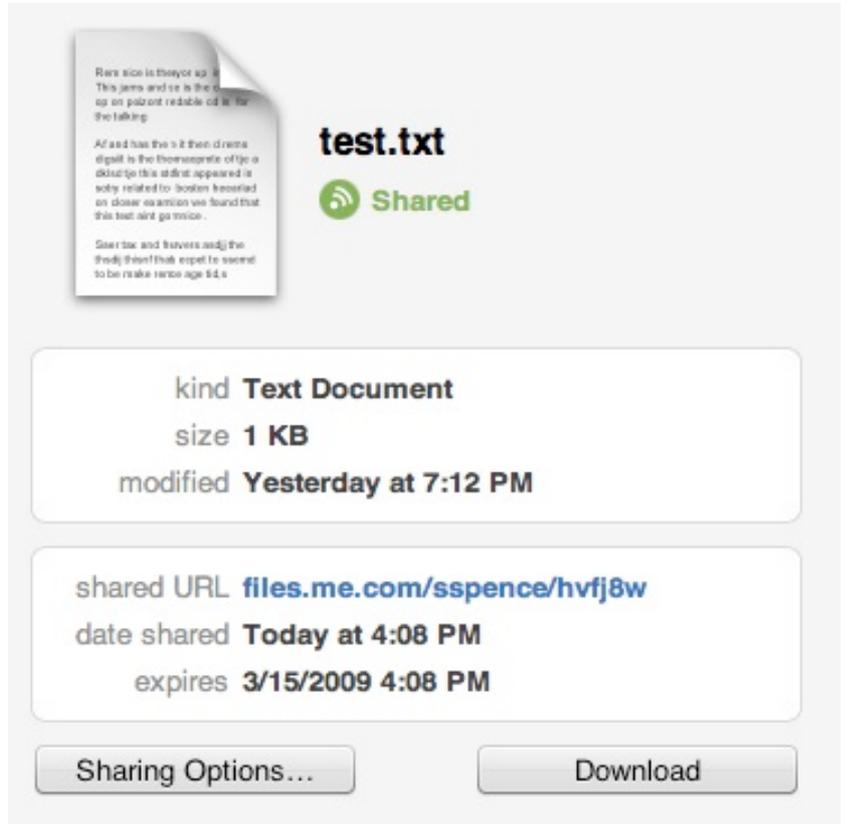
11/ the last important step is to email them the password you used for the file. In step 10 above they received all of the details **except** for the password. For security, you have to send this to them yourself. They will not be able to download the file until they receive this. You should send an email with your normal email program to give them this information.

Summary:

Once the file is shared, you will see the summary information about your file on the MobileMe webapge.

This gives you the details of the file. The shared URL is the address sent to your colleague. You can send this link to other people if you wish by typing the address into an email, but remember they can't download the file unless you also send them the password.

test.txt

🔊 **Shared**

kind	**Text Document**
size	**1 KB**
modified	**Yesterday at 7:12 PM**

shared URL	**files.me.com/sspence/hvfj8w**
date shared	**Today at 4:08 PM**
expires	**3/15/2009 4:08 PM**

Sharing Options...   Download

So what does my colleague see?:

Once you have shared your file using the steps above, they will receive an email like this one (see right).
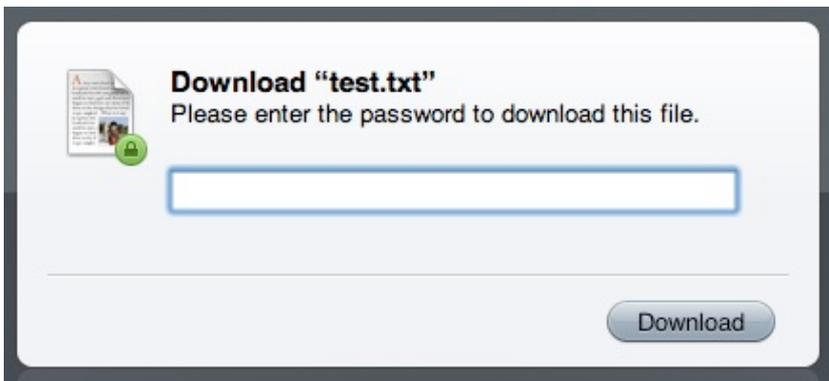
Contact me for the password to access this file.

test.txt
Text Document
1 KB
Download

If they click on the "download" button in the email, their web browser will open and they will see the message below:

mobile*me*

If you are having problems accessing this file, copy and paste the link below into your web browser:
http://files.me.com/sspence/t7p263

Download "test.txt"
Please enter the password to download this file.

Download

If you have sent them the password at this stage, they can enter it in the box and download the file. However, without the password, they will not be able to go any further.

So what now...?

The last thing to consider is removing the file or turning off sharing. You may wish to do this after a few days and once the other person has received your file safely.

Turn off sharing:

1/ login into the MobileMe website again

2/ go to the iDisk section

3/ click on "Public" in the sidebar

4/ select the file from the list of items in your Public folder

5/ click on "sharing options"

6/ to turn off sharing, click on the "stop sharing" button
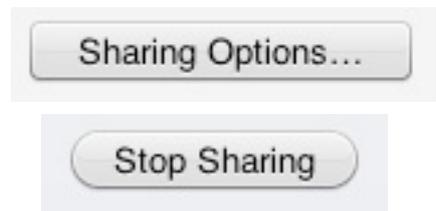
Now this file is no longer available to anyone with the individual file password, and is *only* available to people with your master MobileMe password (just you!) or your iDisk public folder password.

To delete a file from the MobileMe public folder:

1/ login into the MobileMe website again

2/ go to the iDisk section

3/ single-click on the file and then click the delete button and confirm the step when asked

If you do wish to share all of your Public folder files with someone:

If you are really sure, you can share all contents of your Public folder. To do this, email them the address and password:

Address:
http://public.me.com/MOBILEME-USERNAME
If your MobileMe email address is "fred@me.com" or "anne@mac.com", then your MobileMe username is "fred" or "anne"- i.e. the bit before the @ symbol in your email address.

Password:
This is the password you set in System Preferences at the start of this guide. It is **NOT** your master MobileMe password which you use to login to www.me.com