



How to Share and Cancel Sharing on EZCloud Website and UNV-Link?

Title	How to Share and Cancel Sharing on EZCloud Website and UNV-link?	Version:	V1.0
Product	SMB	Date	7/15/2024

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Description

Note: This method is applicable in most scenarios. If this method does not solve your problem, it is recommended to consult our Tech Support Team.

https://global.uniview.com/Support/Service_Hotline/

Operating Steps

How to share a device?

Note: Different users can also login to the same account on different cellphones to view devices on that account.

Method 1 Share from EZCloud website

Step 1 Log into the EZCloud website

Accounts signed up in **American countries:** <https://os.ezcloud.uniview.com/login>

Accounts signed up in **Asian & Oceania countries:**

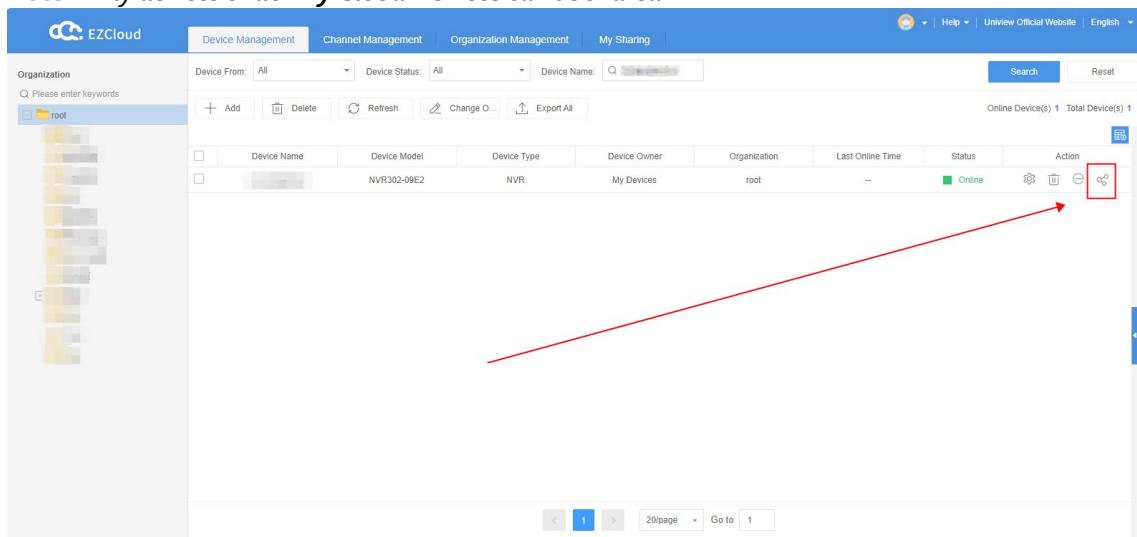
<https://ap.ezcloud.uniview.com/login>

Accounts signed up in **European & African countries:**

<https://eu.ezcloud.uniview.com/login>.

Go to **Device management>My Cloud Devices**. Click  on the operation column.

Note: Only devices under **My Cloud Devices** can be shared.



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Step 2 Enter the other user's EZCloud account (username/email address) to complete the sharing.

Permissions: Admin is the default user with full operation permissions. You can also share a device to a user with limited permissions (It is required to add that user on the device's web or GUI first).

Device Sharing
✕

Device Name XXXXXXXXXX

Share To

Valid Period 📅

Remarks

Type

By Function

By Role

By Role

Note: When you share by role, only the admin role will have the permission to operate on the web client.

Share
Cancel

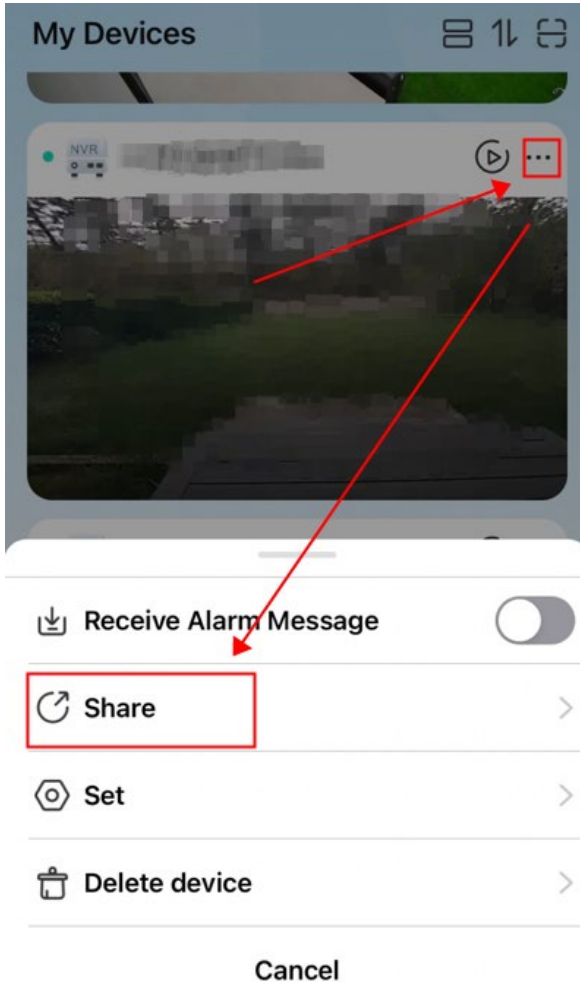
Note:

1. Make sure the person you want to share the device to has signed up for the EZCloud account as well.
2. Sharing can be done only when the two accounts stay in the same region.

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Method 2 Share from UNV-Link

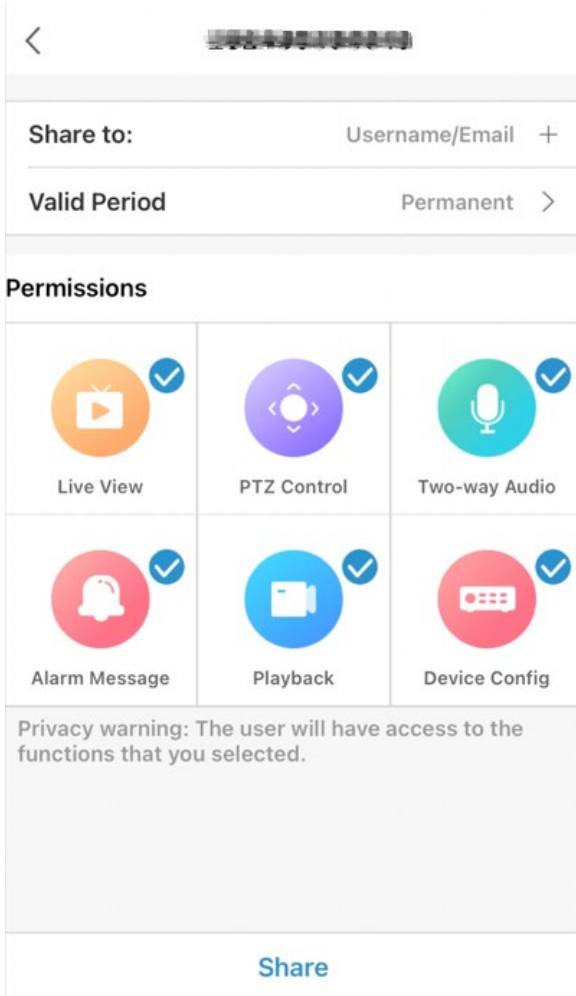
Step 1 Log into your UNV-Link and go to the devices page. Click • • • on the device you want to share, and click **Share**.



Step 2 Enter the email/username/phone number of the user you wish to share the device with and set up the valid period, select permissions you want the user to have.

Note: Devices shared by Function can only be viewed on the app. They will not show on EZStation when you log in the cloud account.

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How to cancel sharing?

Method 1 Cancel the Sharing from EZCloud Website

Step 1 Log into the EZCloud website

Accounts signed up in **American countries**: <https://os.ezcloud.uniview.com/login>

Accounts signed up in **Asian& Oceania countries**:

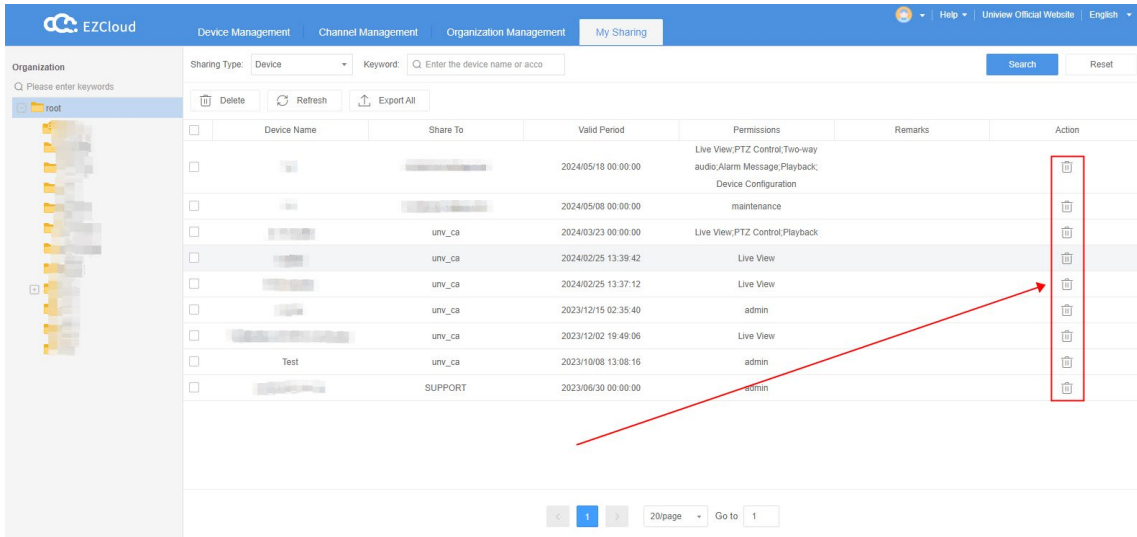
<https://ap.ezcloud.uniview.com/login>

Accounts signed up in **European & African countries**:

<https://eu.ezcloud.uniview.com/login>.

Step 2 Go to **My Sharing**, click  in the operation column.

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Method 2 Cancel the Sharing from UNV-Link

Step 1 Log into your UNV-Link and go to **Me**.

Step 2 Click on **Sharing Management**, select the sharing record and click **Stop Sharing** to cancel sharing.

