How to create a public upload-able folder on my website?

Login with your avomaster account, or the VO admin account.
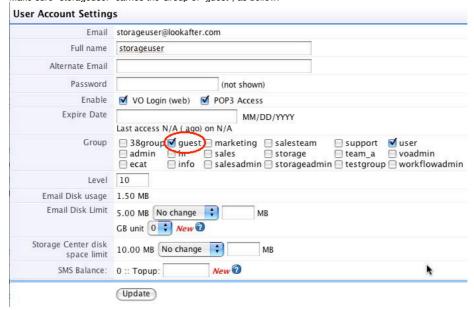
Create a new "guest" Group by going to Profile -> Admin Tasks -> **Group**.

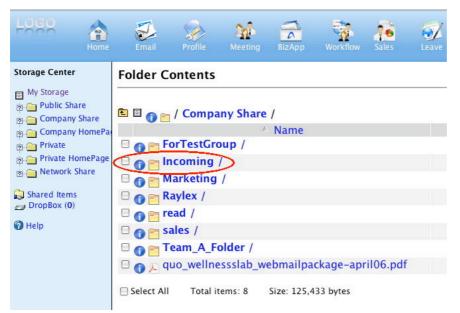Enable the "guest" group and "use as Group in UCAR" (as shown bellow).

Group: guest
☑ Enabled (use as Group in UCAR)

Create a new user "storageuser" by going to Profile -> Admin Tasks -> **Account**.

Make sure "storageuser" carries the Group of "guest", as bellow:

User Account Settings

Email	storageuser@lookafter.com
Full name	storageuser
Alternate Email	
Password	(not shown)
Enable	☑ VO Login (web) ☑ POP3 Access
Expire Date	MM/DD/YYYY Last access N/A (ago) on N/A
Group	☐ 38group ☑ guest ☐ marketing ☐ salesteam ☐ support ☑ user ☐ admin ☐ hr ☐ sales ☐ storage ☐ team_a ☐ voadmin ☐ ecat ☐ info ☐ salesadmin ☐ storageadmin ☐ testgroup ☐ workflowadmin
Level	10
Email Disk usage	1.50 MB
Email Disk Limit	5.00 MB No change MB GB unit 0 New
Storage Center disk space limit	10.00 MB No change MB
SMS Balance:	0 :: Topup: New

(Update)

Create a new "Incoming" folder in Storage's **Company Share** folder, as bellow:

LOGO

Home   Email   Profile   Meeting   BizApp   Workflow   Sales   Leave

Storage Center

- My Storage
- Public Share
- Company Share
- Company HomePa
- Private
- Private HomePage
- Network Share

- Shared Items
- DropBox (0)

- Help

Folder Contents

/ **Company Share** /

△ Name

☐ **ForTestGroup** /
☐ **Incoming** /
☐ **Marketing** /
☐ **Raylex** /
☐ **read** /
☐ **sales** /
☐ **Team_A_Folder** /
☐ quo_wellnessslab_webmailpackage–april06.pdf

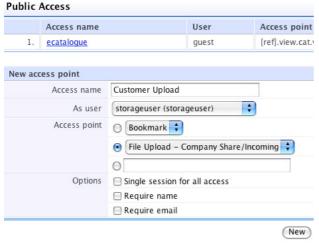☐ Select All   Total items: 8   Size: 125,433 bytes

Make sure the access control (the **i** icon) for the "Incoming" folder is set accordingly, as bellow:

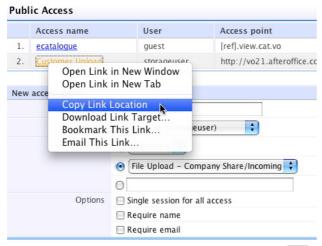Go to Profile -> Admin Tasks -> **Public Access** to setup the access point like bellow:

Important: "As user" must set to "**storageuser**".

Click "New", and look for "Customer Upload" in the list.
Click on the "Customer Upload" link to verify the setup.

In order to use the link, right click on it to get the URL of it, like bellow:

Import: Do not use the link presented on the browser AFTER you've click on it.

You can use this link on your website to offer public user to gain access to the Storage's upload page by single-click.