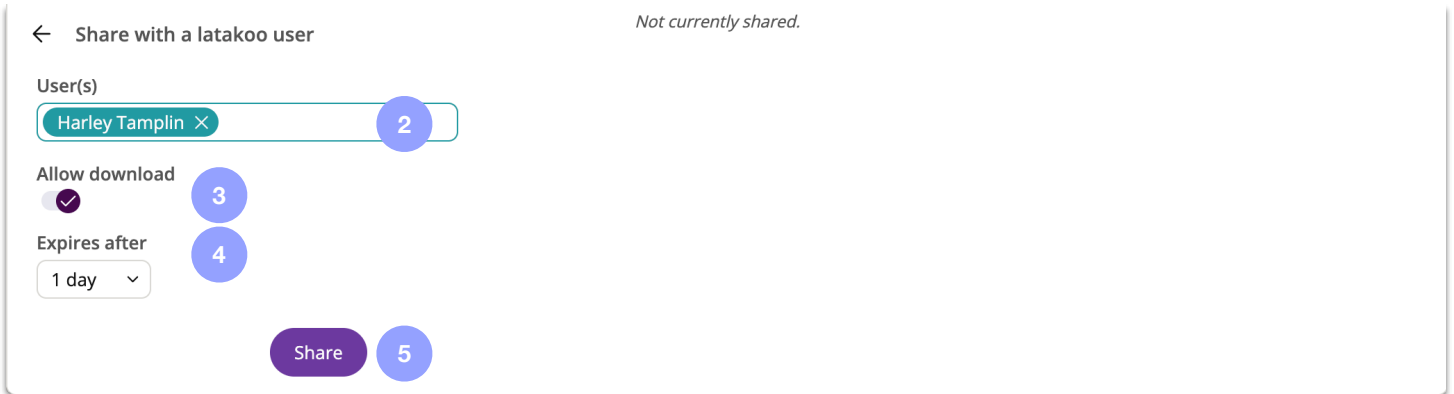


Click the Share button to display the sharing options. You can click the share button from the Pilot feed or after isolating a file.

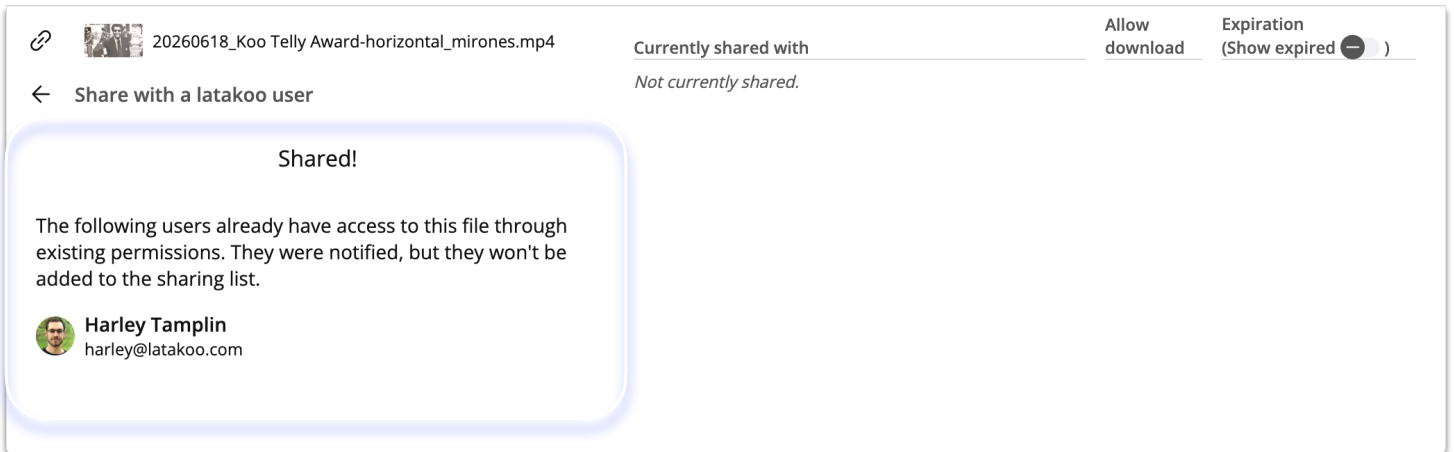
Share With a latakoo User

1 Share with a latakoo user →

1. Click **Share with a latakoo user**
2. Type in the **user's name** and select them
3. Choose whether the clip can be **downloaded**
4. Select when **access will end**
5. Click **Share**



If you share with someone who already has access to the file through network permissions, then you will get this message. The user will still receive a notification email, but will not appear in the “Currently shared with” menu.



Share With an Organization

1 Share with an organization →

1. Click **Share with an organization**
2. Type in the **organization** you want to have access to the file and select it
3. Choose whether the clip can be **downloaded**
4. Select when **access will end**
5. Click **Share**



- Once you have shared with an organization, any users within that organization can access the file through the direct URL. Just click the **copy link** button and send to anyone in that organization.

6

Share settings

×

20260618_Koo Telly Award-horizontal_mirones.mp4

Currently shared with

Allow download

Expiration (Show expired )

Not currently shared.

← Share with an organization

Organization(s)

Marketing X 2

Allow download 3

Expires after 4

1 month ^

1 hour

1 day

1 week

1 month

Never

Share 5

Share via an External Link

1 Share externally via a secure link →

- Click **Share externally via a secure link**
- Choose whether the clip can be **downloaded**
- Select when **access will end**
- Optional: Add any **email addresses**
- Click **Share**
- Once you click share, you have created an external share link that anyone inside or outside of latakoo can access. Just **copy the link** and **send** it to whoever you would like.

20260618_Koo Telly Award-horizontal_mirones.mp4

Currently shared with

Allow download

Expiration (Show expired )

Not currently shared.

← Share externally via a secure link

Allow download 2

Expires after 3

1 day v

Email to (optional)

support@latakoo.com 4

Share 5

20260618_Koo Telly Award-horizontal_mirones.mp4

Currently shared with

Allow download

Expiration (Show expired )

Ext Copy external link Email to 6/27/2026, 11:49:01 AM

← Share externally via a secure link

Copied! 6

Unless you need to adjust the settings of an external link, only one link will ever need to be produced. **Copy the link** and **add emails** from the main sharing menu to share externally at any time.



20260618_Koo Telly Award-horizontal_mirones.mp4

Share settings

×

	Currently shared with	Allow download	Expiration (Show expired )	
Share with a latakoo user →	Ext Copy external link Email to		7/14/2026, 3:41:18 PM	
Share with an organization →	email@latakoo.com			
Share externally via a secure link →				

Any shares created will become visible in the “Currently shared with” menu. You can always see who and how access was given, when it ends, and even view **expired shares**. **Tap the recycle bin** to disable access at any time.



20260618_Koo Telly Award-horizontal_mirones.mp4

Share settings

×

	Currently shared with	Allow download	Expiration (Show expired )	
Share with a latakoo user →	Org Marketing	✓	Never	
Share with an organization →	 Ryan Shepic ryanshepic@gmail.com	✓	8/6/2026, 3:42:38 PM	
Share externally via a secure link →	Ext Copy external link Email to		7/14/2026, 3:41:18 PM	

Sharing a Group, Stitch, or Directory Group

If you share a Group, Stitch, or Directory Group from the Pilot feed, it will share the entire group of files. You have all the same options as previously outlined.


The entire group


57 files
Folder Example

Share settings

×

	Currently shared with	Allow download	Expiration (Show expired )
Share with a latakoo user →	Not currently shared.		
Share with an organization →			
Share externally via a secure link →			



latakoo Enhanced Sharing Features Guide

If you share a Group, Stitch, or Directory Group after isolating it, you will be given a new option in the sharing menu: Share **only** the selected access or share the **entire** group of files.

 Only this asset  Journalist_and_Cameraman.jpg	Currently shared with	Allow download	Expiration (Show expired )
Not currently shared.			
Share with a latakoo user →			
Share with an organization →			
Share externally via a secure link →			

 The entire group  Folder Example	Currently shared with	Allow download	Expiration (Show expired )
Not currently shared.			
Share with a latakoo user →			
Share with an organization →			
Share externally via a secure link →			

Need assistance?

Contact us anytime at support@latakoo.com

