



How to Share and Cancel Sharing on EZCloud Website and EZView?

Title	How to Share and Cancel Sharing on EZCloud Website and EZView?	Version:	V1.2
Product	SMB	Date	11/24/2023

How to Share and Cancel Sharing on EZCloud Website and EZView?

Description

Note: This method is applicable to most of the scenarios. If the method still cannot 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.

The screenshot shows the 'My Cloud Devices' interface. At the top, there are navigation tabs: 'Device Management' (highlighted with a red box), 'Organization Management', 'Sharing Records', and 'Personal Info'. Below this, there are sub-tabs: 'My Cloud Devices' (highlighted with a red box) and 'Devices Shared to Me'. The main area contains a table with the following data:

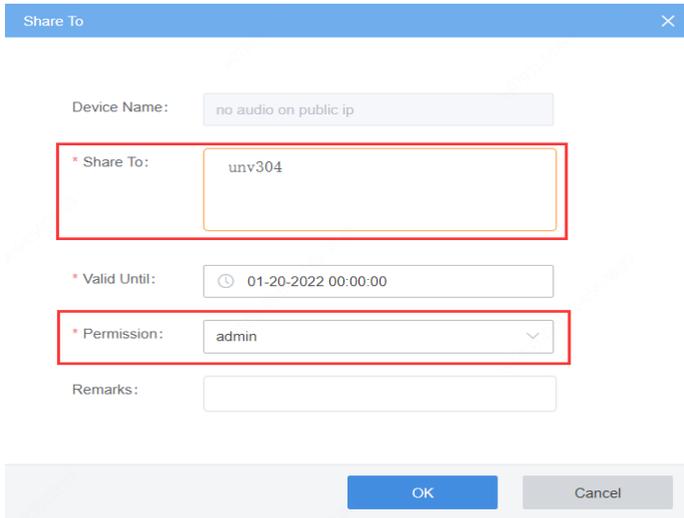
IP Address	Device Name	Model	Organization	Latest Online Time	Status	Operation
37.34.220	no audio on public ip	NVR304-16S-P16	root	12/21/2021 11:09:30	Online	[edit] [delete] [share] [refresh]
1.85.190	Uniarch	NVR-108E2-P8	root	12/19/2021 17:12:06	Offline	[edit] [delete] [share] [refresh]
61.1.213	My Devices	IPC6415SR-X5UPW-VG	root	12/21/2021 11:09:26	Online(NAT)	[edit] [delete] [share] [refresh]
97.10.1.155	123	NVR301-16-P8	root	12/21/2021 11:09:24	Online(NAT)	[edit] [delete] [share] [refresh]

At the bottom of the table, there is a pagination control showing 'Total 4', '20/page', and 'Go to 1'.

Title	How to Share and Cancel Sharing on EZCloud Website and EZView?	Version:	V1.2
Product	SMB	Date	11/24/2023

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).



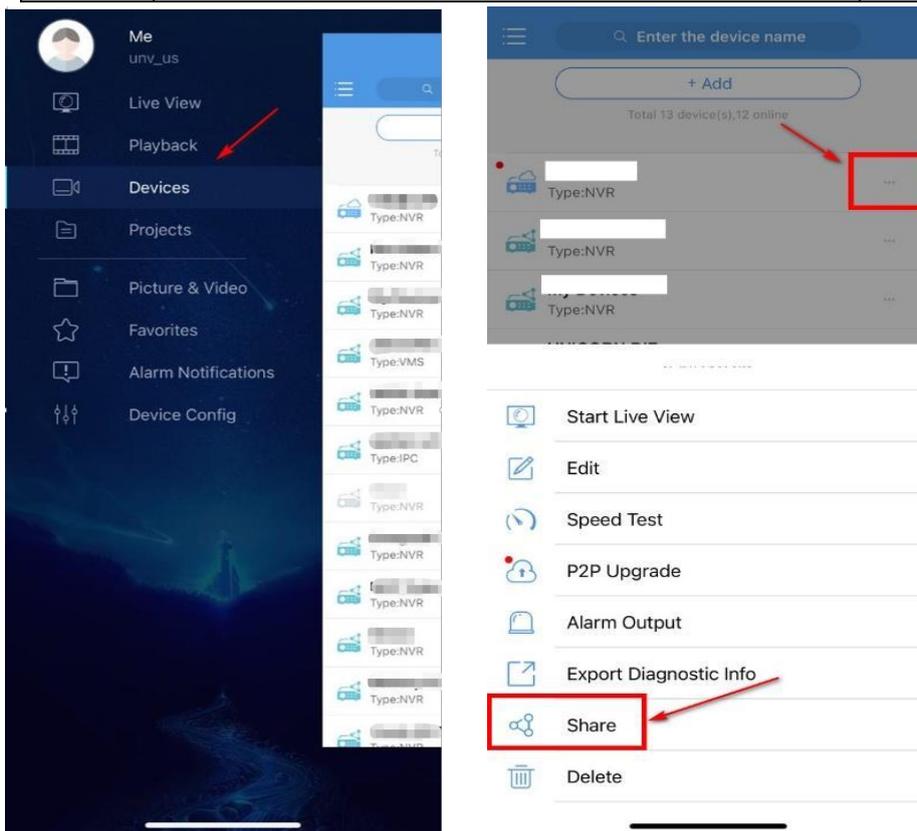
Note:

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.

Method 2 Share from EZView

Step 1 Log into your EZView and go to the main menu. Go to **Devices** and find the device you wish to share, and click on the device to access the **Share** page.

Title	How to Share and Cancel Sharing on EZCloud Website and EZView?	Version:	V1.2
Product	SMB	Date	11/24/2023



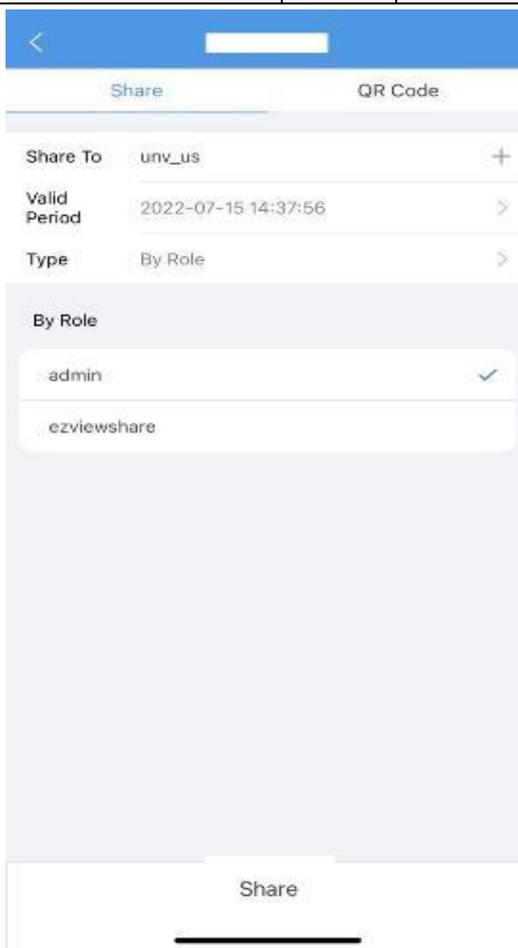
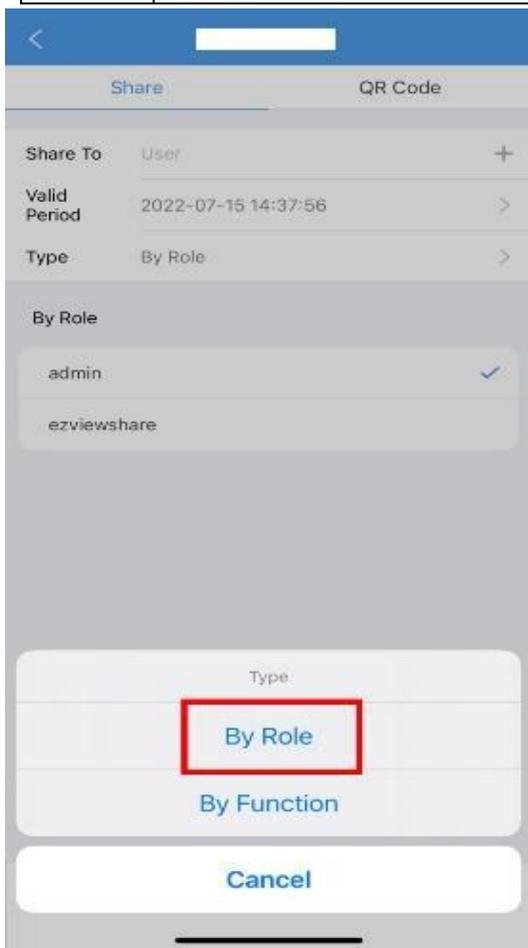
Step 2 Enter the email/username/phone number of the user you wish to share the device with and set up the valid period, Type and Role (you need to set up this option only when you share by Role).

By Role: means that the account you share a device with will have all permissions of a certain user.

By Function: means that you can choose certain functions on the app and share to another account.

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

Title	How to Share and Cancel Sharing on EZCloud Website and EZView?	Version:	V1.2
Product	SMB	Date	11/24/2023



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>

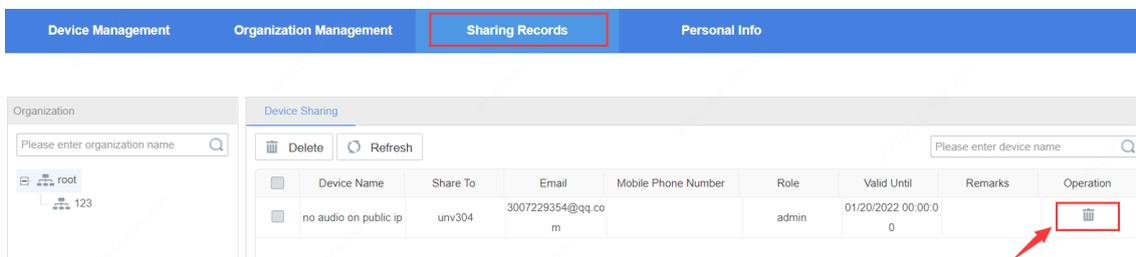
Accounts signed up in **Asian& Oceania countries**:

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

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

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

Step 2 Go to **Sharing Records**> **Device Sharing**, click  in the operation column.



Title	How to Share and Cancel Sharing on EZCloud Website and EZView?	Version:	V1.2
Product	SMB	Date	11/24/2023

Method 2 Cancel the Sharing from EZView

Step 1 Log into your EZView and go to the main menu.

Step 2 Click on **Me** on the top first and then click on **My Sharing** and check the device you want to cancel sharing and click  on the bottom to cancel sharing.

