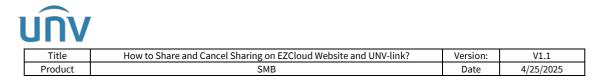


# How to Share and Cancel Sharing on EZCloud Website and UNV-Link?



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

# 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

https://global.ezcloud.uniview.com/login

Go to **Device management>My Cloud Devices**. Click <sup>4</sup> on the operation column.

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

C. EZCloud	Device Management	Channel Management	Organization Management			2		/ Official Website   English
rganization	Device From: All	Device Status: All	<ul> <li>Device Nar</li> </ul>	me: Q (Consideration)				Search Reset
Please enter keywords	+ Add 🔟 De	iete 📿 Refresh 🖉	Change O All				Online	Device(s) 1 Total Device(s
								Ē
	Device Name	Device Model	Device Type	Device Owner	Organization	Last Online Time	Status	Action
		NVR302-09E2	NVR	My Devices	root		Online	\$ i e \$

**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).

Title Product	How to Share and Cancel Sharing on EZCloud Website and UNV-link? SMB	Version: Date	V1.1 4/25/2025
vice Sharing	×		
Device Name	142-000030177		
Share To	123456@gmail.com		
Valid Period	2024-05-20 00:00:00 - 2024-06-20 00:00:00		
Remarks			
Туре	By Role 👻		
By Role	By Function By Role		
Note: When you : web client.	share by role, only the admin role will have the permission to operate on the		

#### 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 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**.

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Title Product	How to Share and Cance	l Sharing on EZCloud Website and UN SMB	IV-link?	Version: Date	V1.1 4/25/2025
My Devic	ces			Date	4/23/2023
• NVR	The second station				
لان Recei	ve Alarm Message				
🕜 Share	<b>i</b>	>			
<ul><li>⊘ Set</li></ul>		>			
🗂 Delete	e device	>			
	Cancel				

**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.



### How to cancel sharing?

## Method 1 Cancel the Sharing from EZCloud Website

Step 1 Log into the EZCloud website

https://global.ezcloud.uniview.com/login

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

Product CC: EZCloud	Device Ma		SMB			Date	4/25/2025
	Device Ma						4/25/2025
		anagement Channel Ma	anagement Organization Man	nagement My Sharing		😳 👻   Help 🕶	Uniview Official Website   Englis
ization	Sharing Type	a: Device - Ke	eyword: Q Enter the device name or	acco			Search Reset
ase enter keywords	Delete	te 📿 Refresh 🛕	Export All				
		Device Name	Share To	Valid Period	Permissions	Remarks	Action
		10		2024/05/18 00:00:00	Live View;PTZ Control;Two-way audio;Alarm Message;Playback; Device Configuration		
		100	A REAL PROPERTY.	2024/05/08 00:00:00	maintenance		Û
			unv_ca	2024/03/23 00:00:00	Live View;PTZ Control;Playback		Û
			unv_ca	2024/02/25 13:39:42	Live View		Û
		and the second second	unv_ca	2024/02/25 13:37:12	Live View		1
		1000	unv_ca	2023/12/15 02:35:40	admin		Û
			unv_ca	2023/12/02 19:49:06	Live View		ŵ
		Test	unv_ca	2023/10/08 13:08:16	admin	-	ŵ
		and the second second	SUPPORT	2023/06/30 00:00:00	aumin		Û

## 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.

