



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

Title	How to Share and Cancel Sharing on EZCloud Website and EZView?	Version:	V1.3
Product	SMB	Date	4/25/2025

# 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/](https://global.uniview.com/Support/Service_Hotline/)

## Operating Steps

### How to share a device?

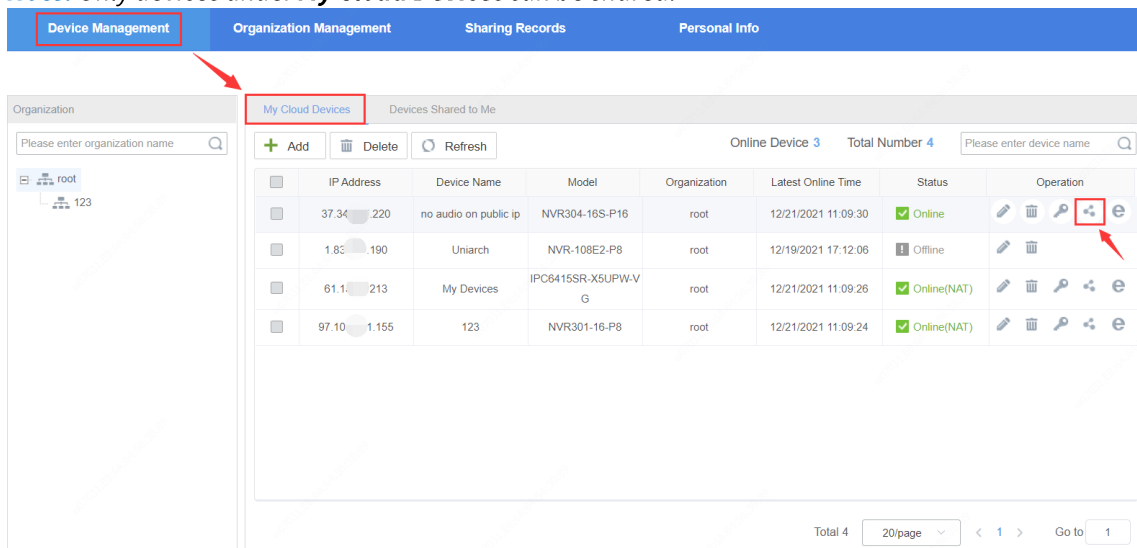
**Note:** Different users can also login to the same account on different cellphones to view devices on that account.















### 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  on the operation column.

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



Organization Management								Sharing Records		Personal Info	
Device Management								Organization Management		Sharing Records	
My Cloud Devices								Devices Shared to Me			
<div> <div>Organization</div> <div>Please enter organization name</div> <div>root</div> <div>123</div> </div>								<div> <div>Online Device 3</div> <div>Total Number 4</div> <div>Please enter device name</div> </div>			
	IP Address	Device Name	Model	Organization	Latest Online Time	Status	Operation				
<input type="checkbox"/>	37.34.220	no audio on public ip	NVR304-16S-P16	root	12/21/2021 11:09:30	Online	   				
<input type="checkbox"/>	1.85.190	Uniarch	NVR-108E2-P8	root	12/19/2021 17:12:06	Offline	 				
<input type="checkbox"/>	61.1.213	My Devices	IPC6415SR-X5UPW-VG	root	12/21/2021 11:09:26	Online(NAT)	   				
<input type="checkbox"/>	97.10.1.155	123	NVR301-16-P8	root	12/21/2021 11:09:24	Online(NAT)	   				
Total 4 20/page < 1 > Go to 1											

**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).

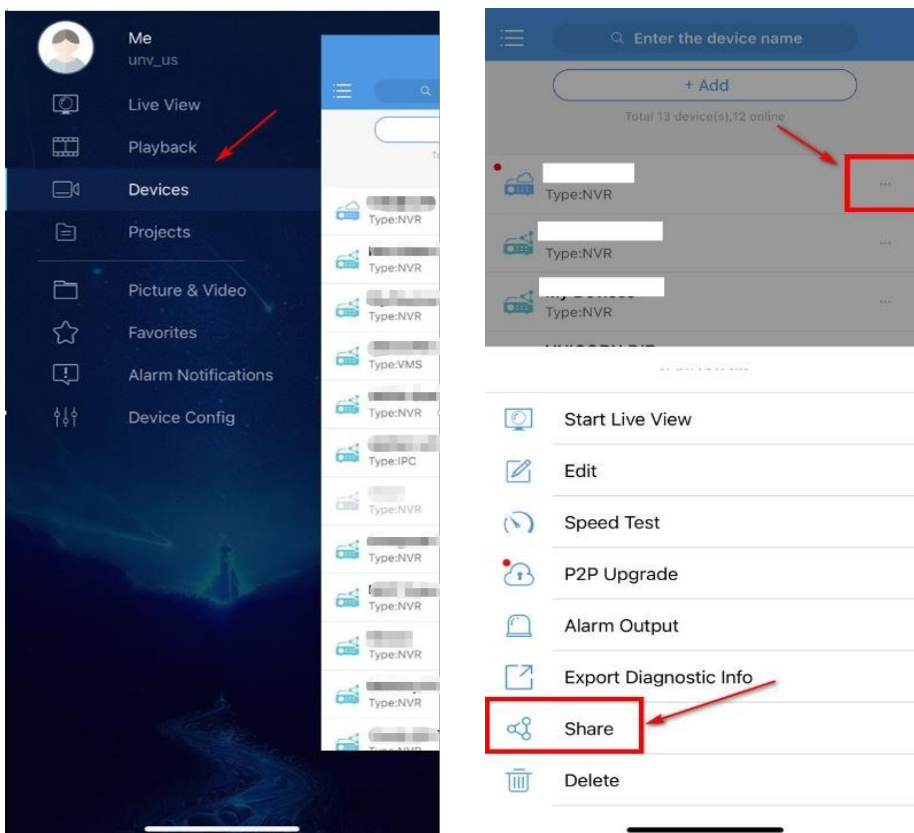
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**Note:**

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.



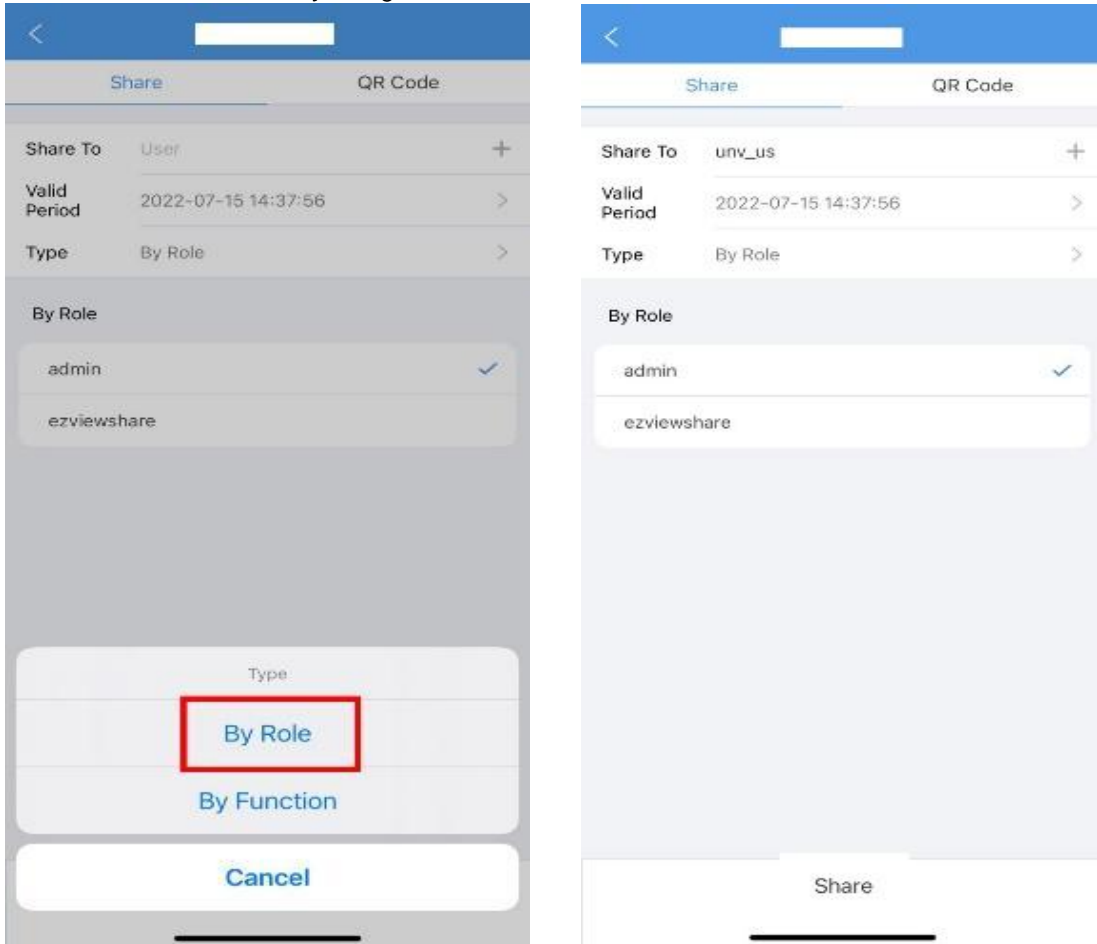
**Step 2** Enter the email/username/phone number of the user you wish to share the device with and set up the valid period, Type and Role (you need to set up this option only when you share by Role).

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

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**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.

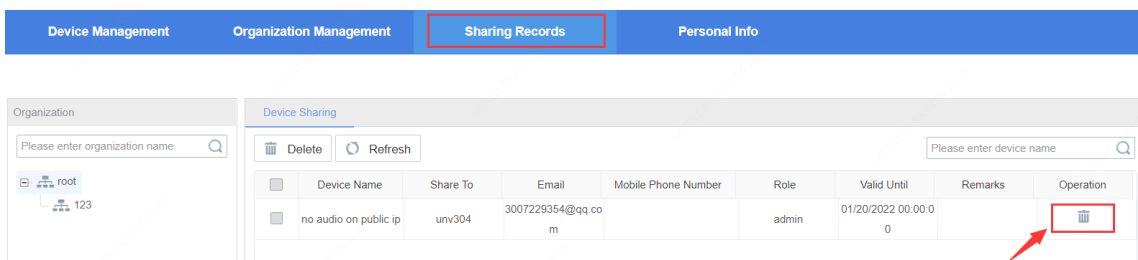


## How to cancel sharing?

### 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 **Sharing Records** > **Device Sharing**, click  in the operation column.



### Method 2 Cancel the Sharing from EZView

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

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**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.

