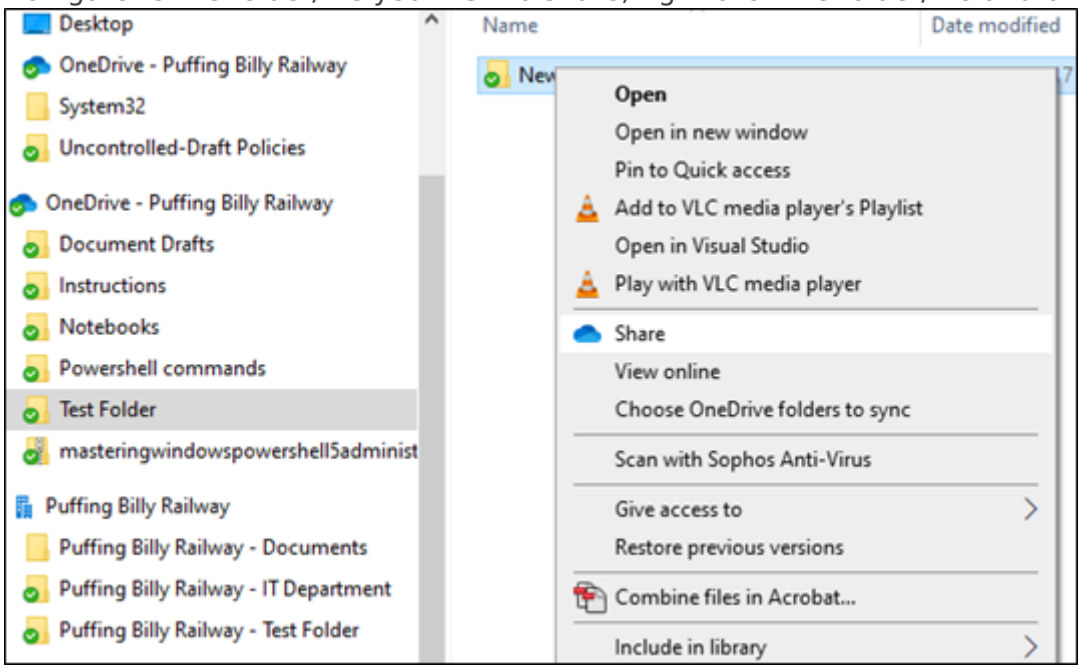
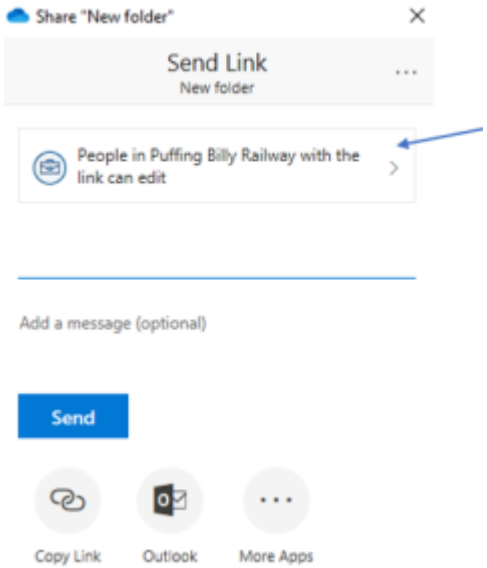
Sharing Folders & Files

Step-by-step guide

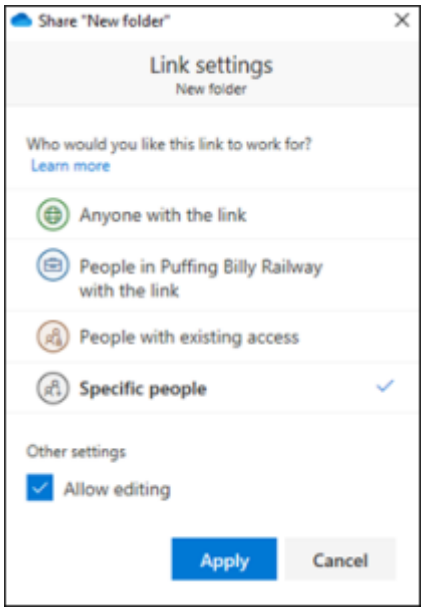
1. Navigate to the folder/file you wish to share, right click the folder/file and click on **Share.**



2. Select who you would like to have access to the folder/file.



3. For example, if you wish to share the folder/file with only specific users you can select **Specific people**. By default, the user will have editing access. Untick **Allow editing** if you wish the user/s to only have read access. Click **Apply** when done.



4. Enter in the user's name and click **Send**. The user will receive an email letting them know they now have access to the folder/file.

> If you share a folder it will share all folders and files within that folder. You will need to do each folder or file individually if you only want certain items to be shared.

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