

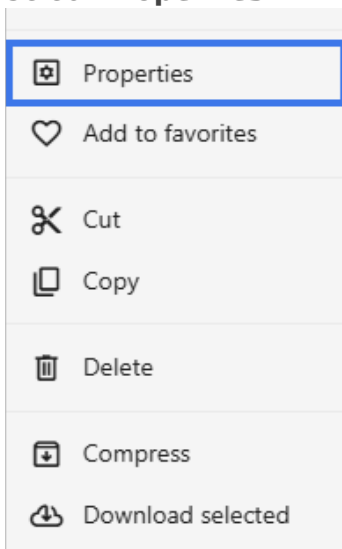
Sharing Folders

Share entire folders to grant access to multiple files at once. Folder sharing is useful for project folders, team workspaces, and document collections that need to stay available to more than one person.

Sharing a Folder

To share a folder:

1. Navigate to the folder in the file browser.
2. Right-click the folder.
3. Select **Properties**.



4. Click on **Permissions** and **add users**.

Properties

PropertiesCommentsPermissions

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Name	Level ↑	-
john@mynewdomain.com	Manage	
Everyone	Write and delete	
anne@mynewdomain.com	Read only	

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Displaying items 1 - 3 of 3

Apply

Save

- Choose the permission level.
- Click **Apply** then **Save**.

What Folder Sharing Includes

When you share a folder:

- all files in the folder can become accessible to the people you shared it with
- subfolders can also be included
- new files added later can also become available through the shared folder
- the selected permissions can apply to the folder contents

Permission Inheritance

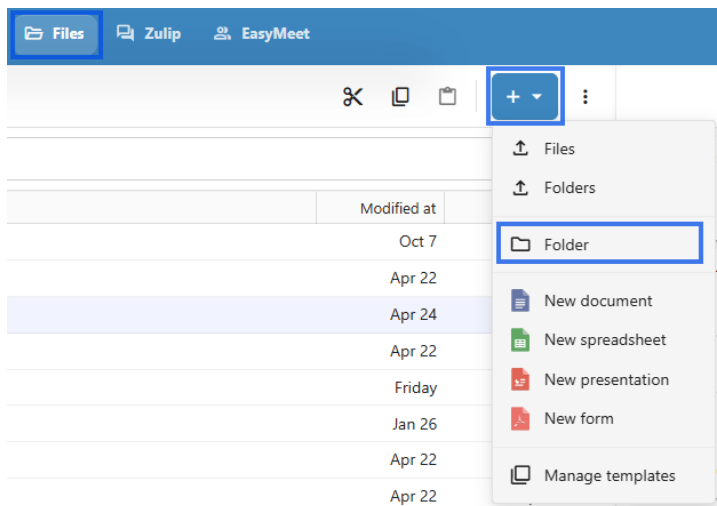
Files inside a shared folder can inherit the folder's permissions.

- if a folder is shared as view-only, files inside it can also be view-only
- if a folder is shared with edit access, files inside it can also be editable
- more specific permissions can affect access for certain files or subfolders

Creating Shared Project Folders

Folder sharing works well for project-based collaboration.

- Create a folder for the project.



2. Slide all project documents into the folder.



3. Share the folder with the project team.

4. Team members can then access the project files from one shared location.

Managing Folder Shares

You can review and update folder sharing settings whenever needed.

View Who Has Access

1. Right-click the folder.
2. Select **Properties**.
3. View the list of users and groups with access.

Properties

Properties

Comments

Permissions

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Name	Level ↑	-
👤 john@mynewdomain.com	Manage	
👤 Everyone	Read only	
👤 anne@mynewdomain.com	Read only	

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Displaying items 1 - 3 of 3

Apply

Save

Change Permissions

1. Open the folder **Properties** settings.
2. Find the user or group.
3. **Double-click** and change their permission level.

Properties

Properties

Comments

Permissions

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Name	Level ↑	-
👤 john@mynewdomain.com	Manage	
👤 Everyone	Read only	
👤 anne@mynewdomain.com		

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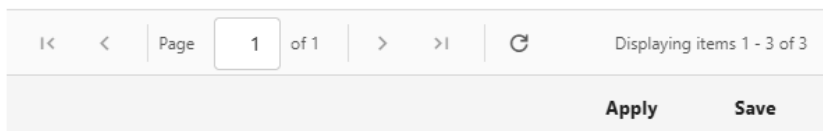
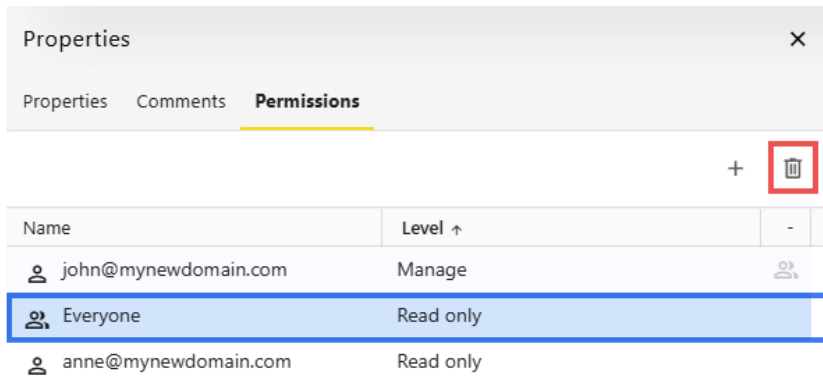
Apply

Save

4. Save the changes.

Remove Access

1. Open the folder sharing settings.
2. Find the user or group you want to remove.
3. Click the **Delete Icon**.



4. Their access to the folder is removed.

Nested Folder Sharing

When folders are nested:

- sharing a parent folder can include its subfolders
- subfolders can also have their own sharing settings
- more restrictive permissions can take priority in some cases

Folder Sharing vs. File Sharing

Both folder sharing and file sharing are useful, but they are meant for different situations.

Folder Sharing

- shares all contents in one place
- can include new files added later
- works well for projects and teams

File Sharing

- shares one file at a time

- each file can be shared separately
- works well for individual documents or exceptions

Best Practices

- organize files into clear folders before sharing
- use folder sharing for ongoing collaboration
- review folder permissions regularly
- remember that sharing a folder can also affect the files inside it

Revision #2

Created 26 October 2026 18:08:06 by Gabriel

Updated 26 October 2026 19:02:51 by Gabriel