

# Sharing Files and Folders


## Simple Sharing

Sharing a file or folder with someone is easy! All you have to do is click on the `share button` (the button with three dots connected by two lines) to pull up the share sidebar, and type the recipient's name in the "Name, email, or Federated Cloud ID" box.

## How to train a dragon

cool!



☐ Name ▲

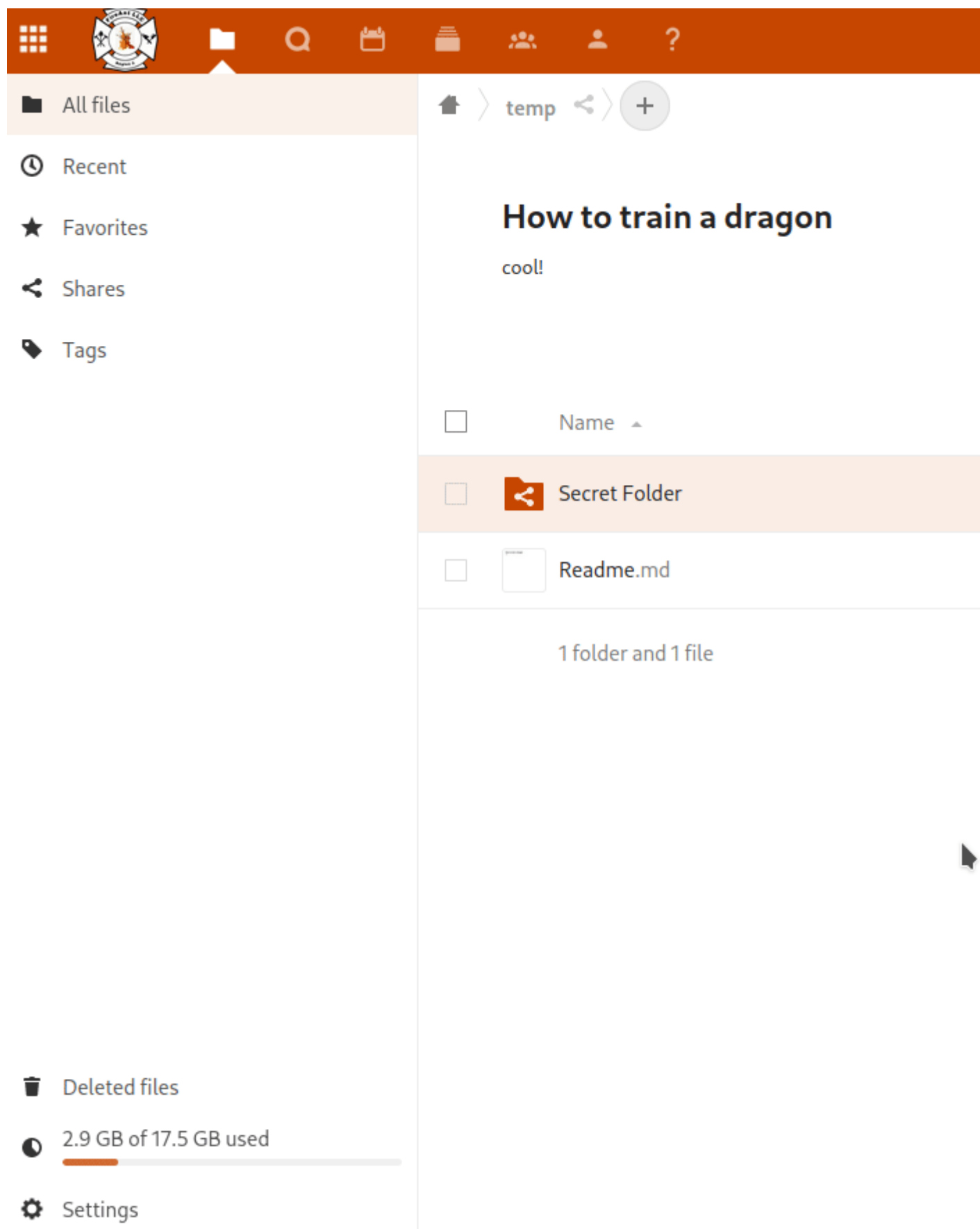
☐  Secret Folder

☐  Readme.md

1 folder and 1 file

## Sharing with a Link

To share a file or folder using a link, click on the  (the button with three dots connected by two lines), click the  to the right of "Share link". The link will automatically be copied to your clipboard, but you can copy it again by clicking on the clipboard icon.



# Changing Permissions

You can also edit sharing permissions. For example, if you only want the recipient to be able to view a folder but not edit it, click on the three dots to the side of their name, and uncheck `Allow editing` and `Allow deleting`.



All files

Recent

Favorites

Shares

Tags

Deleted files

2.9 GB of 17.5 GB used

Settings

> temp <img alt="Share icon"/> <img alt="Add icon"/>

# How to train a dragon

cool!

☐

Name ▴

☐

Secret Folder

☐

Readme.md

1 folder and 1 file