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.
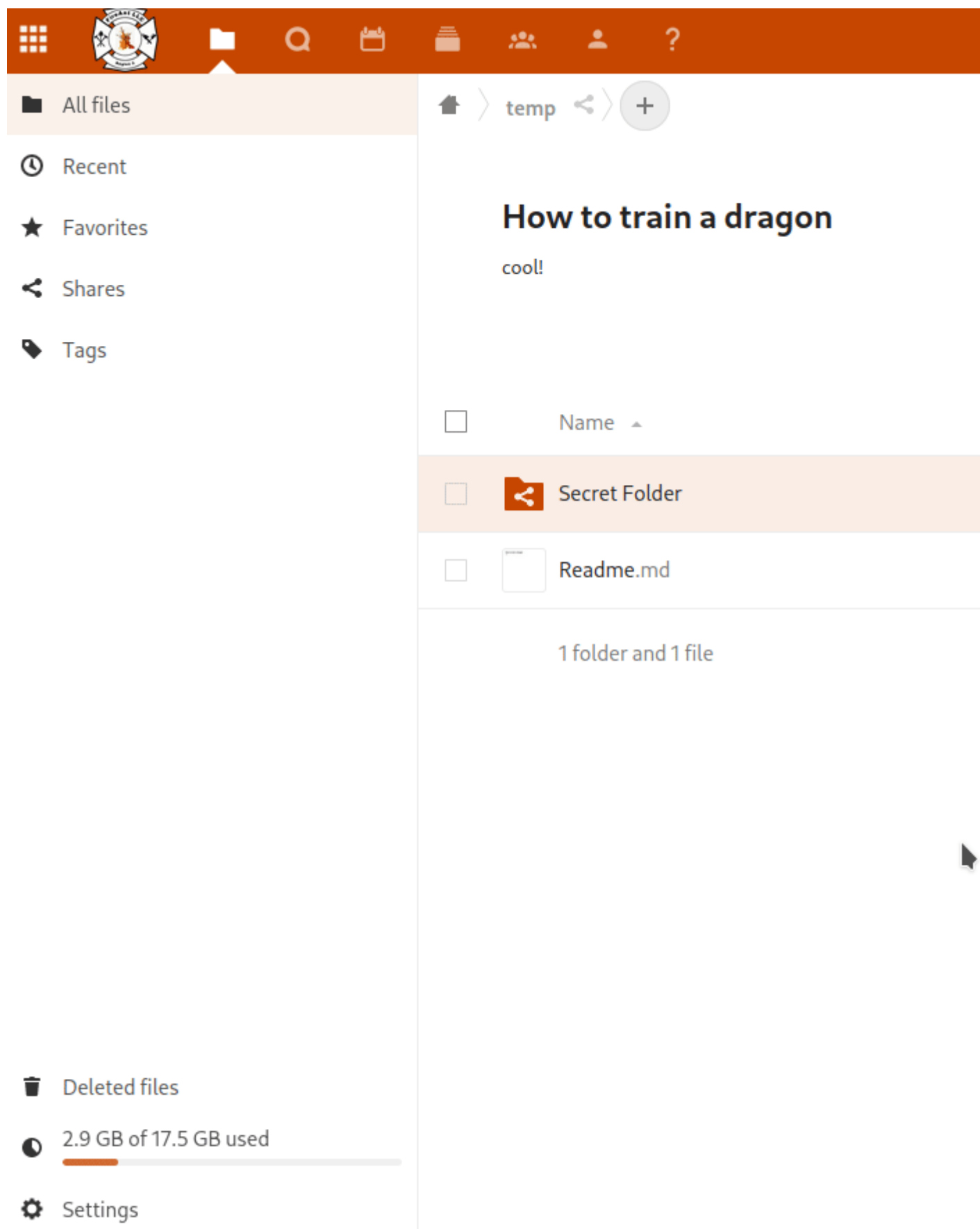
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cool!

	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 `share button` (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`.

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cool!

	Name ▲
☐	◩ Secret Folder
☐	▦ Readme.md

1 folder and 1 file

All files
Recent
Favorites
Shares
Tags

Deleted files
2.9 GB of 17.5 GB used
Settings

Revision #1
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