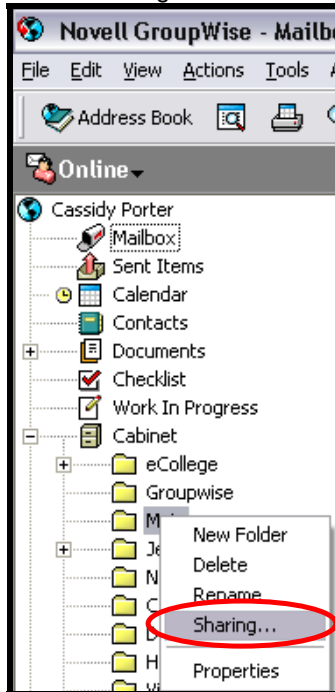


How To Share a Folder

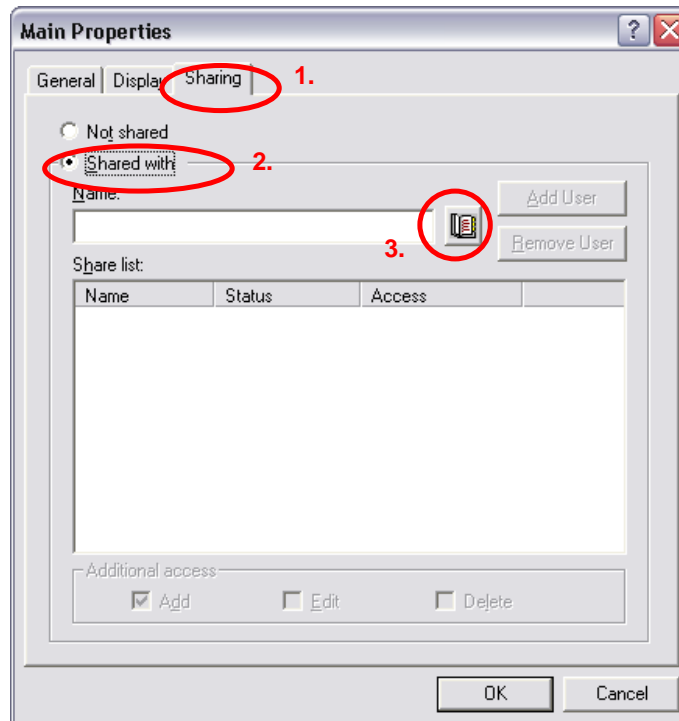
Step 1:

- Right-Click on a folder and choose "Sharing"



Step 2:

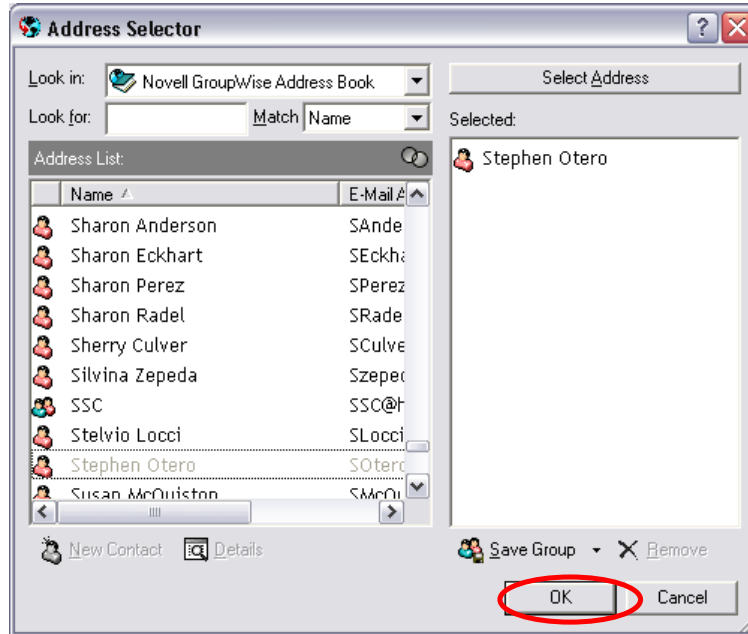
- Click the Sharing tab
- Click the "Shared with" radial button and then the address book icon



How To Share a Folder

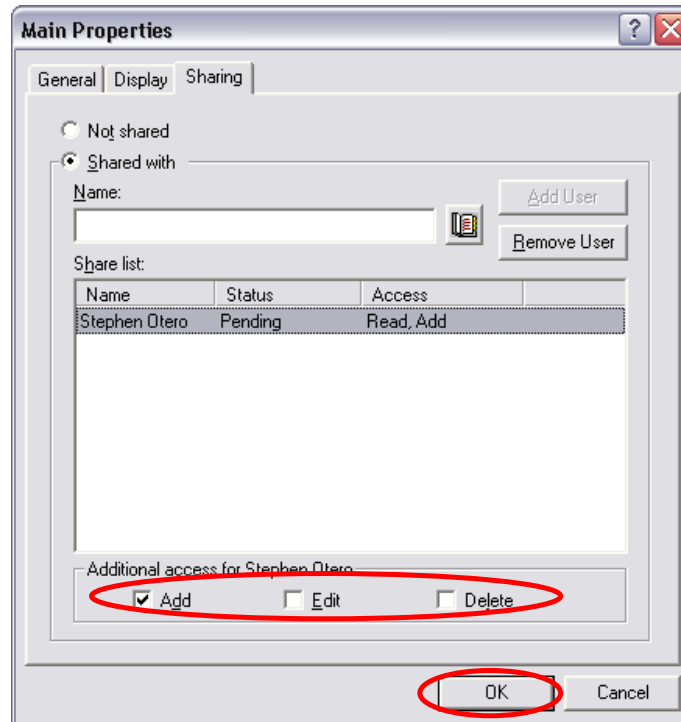
Step 3:

- Double-Click the name(s) of the person(s) you want to share with
- Click "OK"



Step 4:

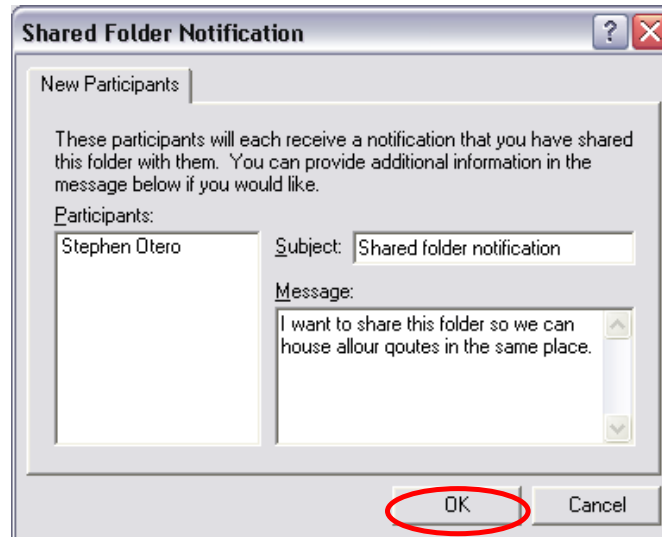
- Highlight a name by clicking on it once
- Assign the level of rights you want them to have to this folder
- Click "OK"



How To Share a Folder

Step 5:

- Fill in the message you want to send the people you are sharing this folder with
- Click "OK"

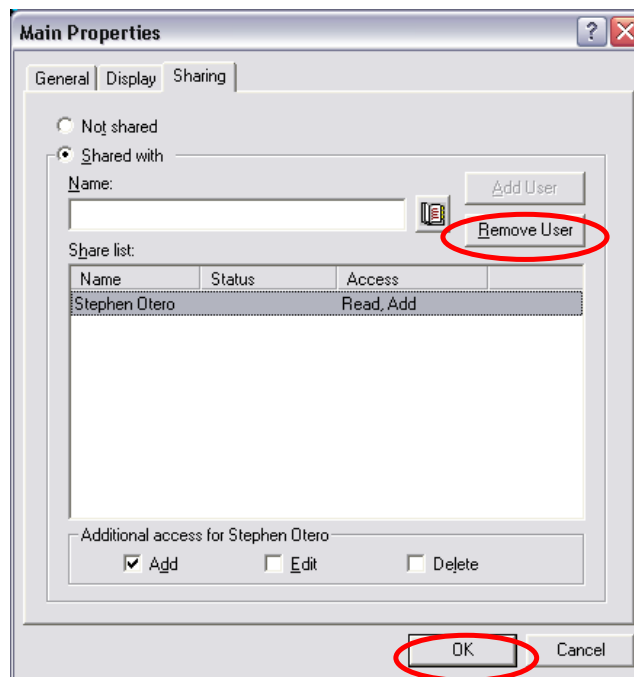


How To Share a Folder

To remove a person from you shared list:

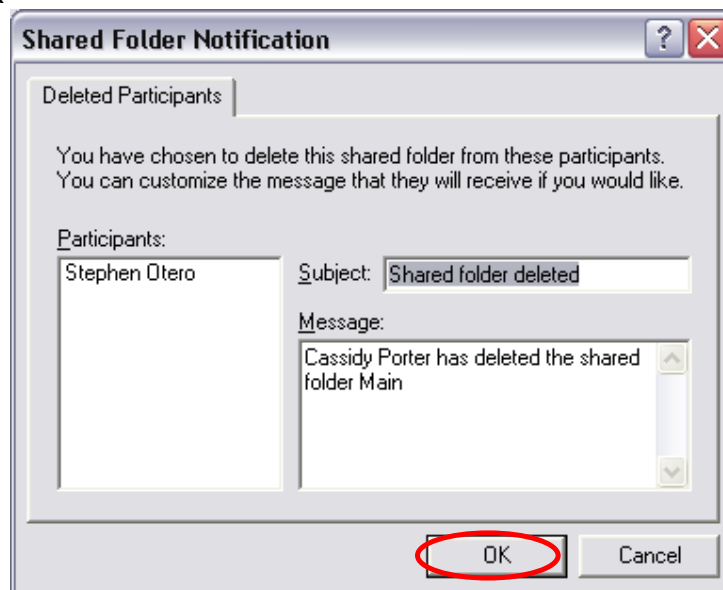
Step 1:

- Highlight a name by clicking on it once
- Click "RemoveUser"
- Click "OK"



Step 2:

- Fill in the message you want to send the person you are removing this folder from
- Click "OK"



How To Share a Folder

