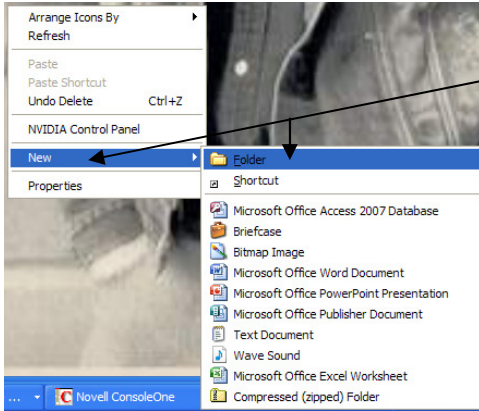


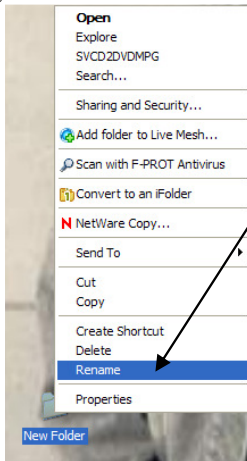
# Sharing Folders in iFolder 3

To share a folder with another EISD staff member(s) you will first need to create a folder or locate the folder you want to share. If you don't already have a folder I recommend creating a folder on your desktop or another place that will be easy to locate.

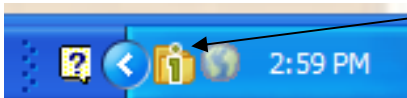
To create a folder on the desktop, right click anywhere on the background and select new then folder.



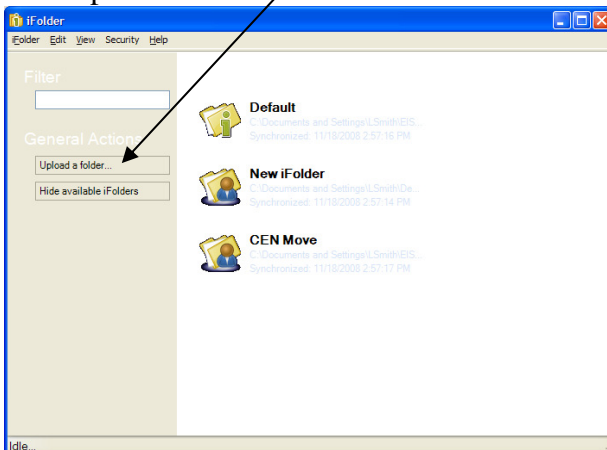
Right click on the folder to rename if desired



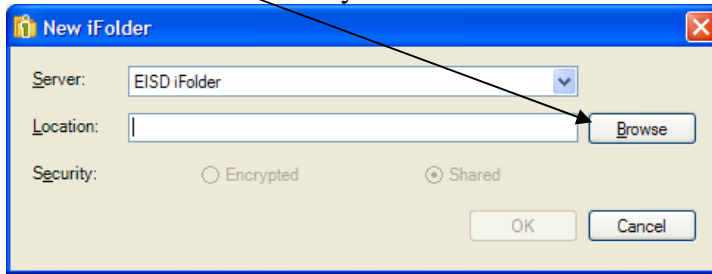
Next double click on the iFolder 3 icon in the lower right hand corner of your screen



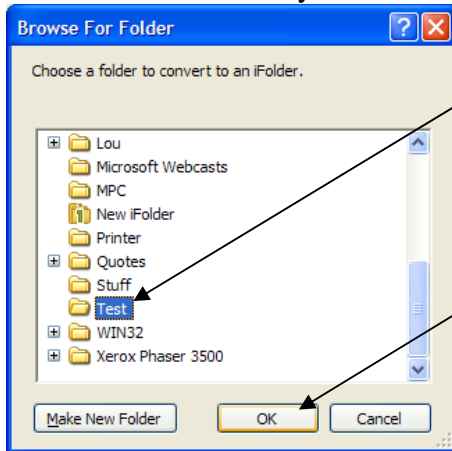
Click on upload a folder



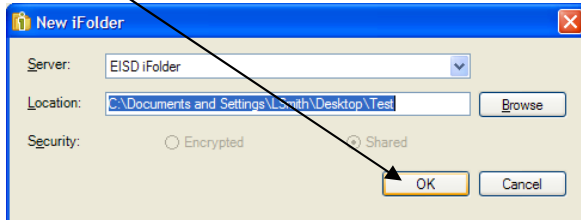
Next click on browse to find your folder



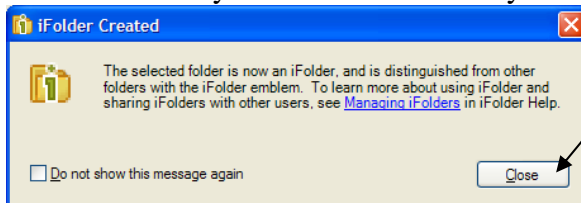
Select the location where your folder is located, then select the folder and click OK



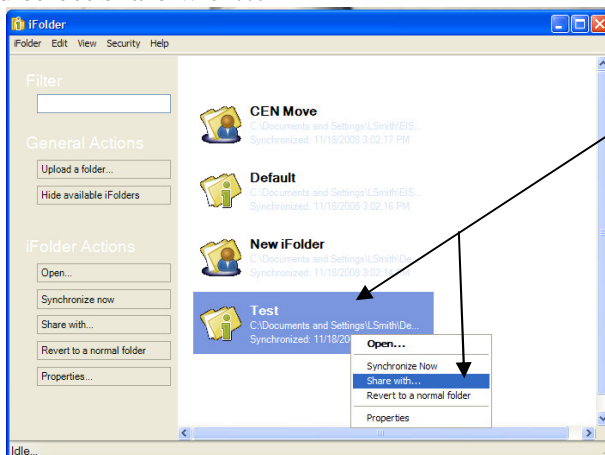
Select OK



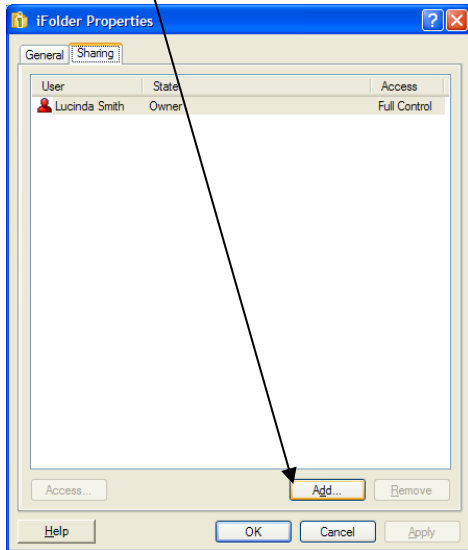
Click on close and you will see the folder you created in the iFolder window



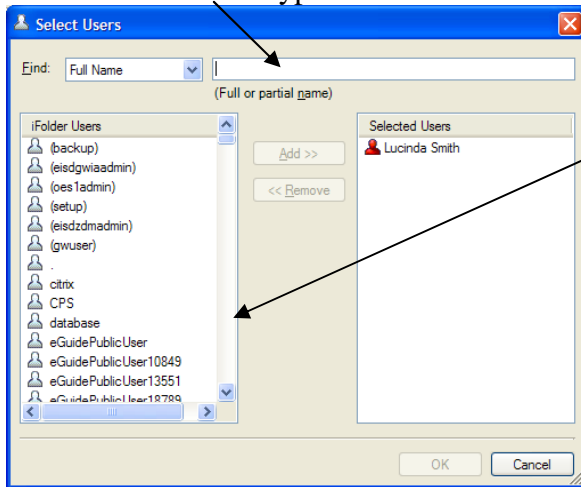
Now you will need to select who to share the folder with, right click on the new folder and select share with...



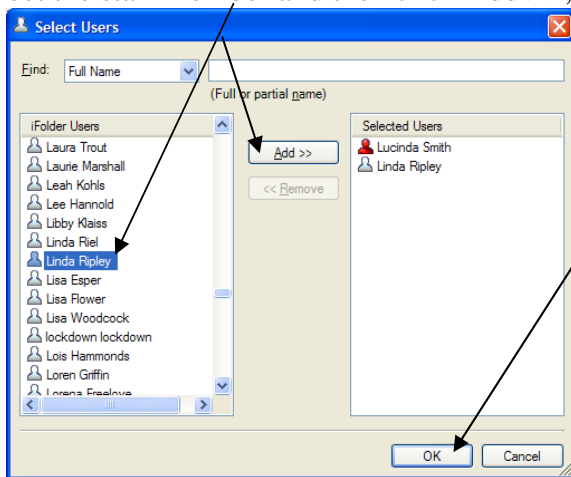
Click on Add



To find a staff member type the first name in the find box or scroll through the list



Select the staff member and then click Add >>, then click OK



Click OK on the next screen and the person or people you have added will get an invitation to accept the folder into their iFolder.