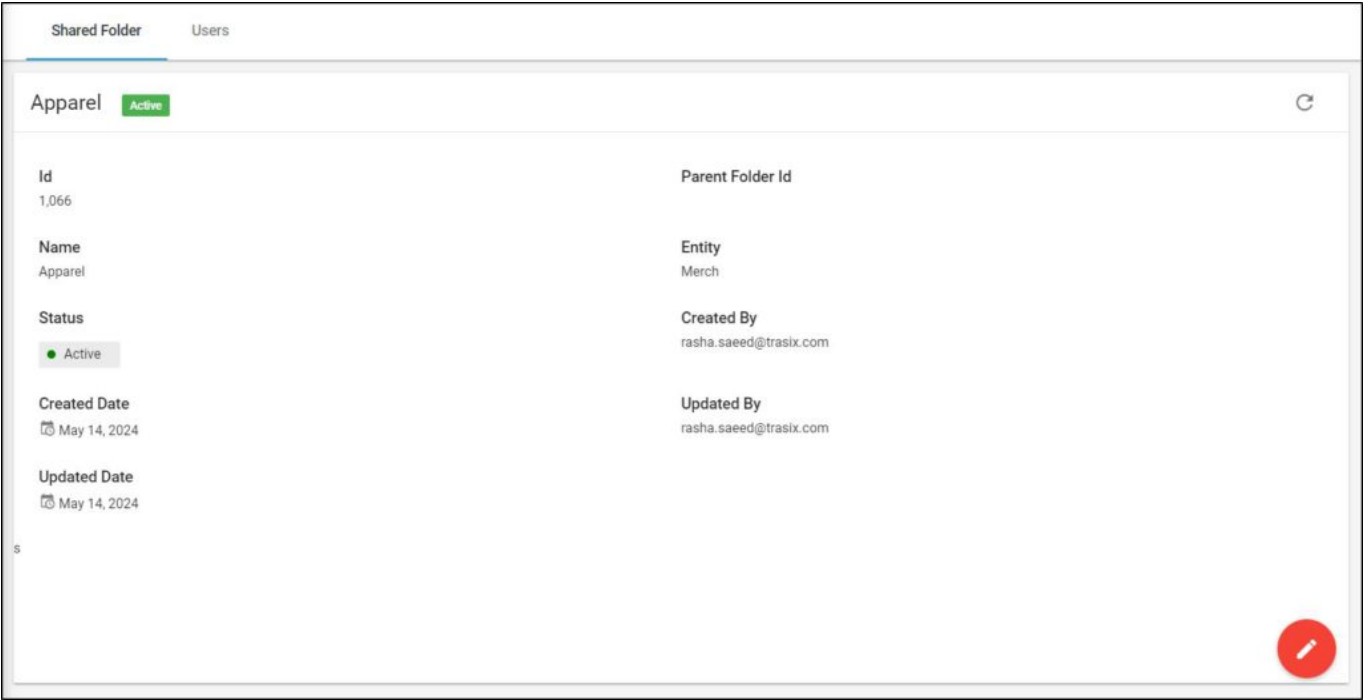


View shared folder

You can view the shared folder details and manage the list of users with which the folder is shared. To view the folder, click its title or select View record from the Actions menu next to it, the details are displayed as shown in the below example:



The folder information such as the name, status, creation date, etc. is displayed. For parent folders, you can manage the list of users through the **Users** tab as shown in the below example:

Shared Folder		Users			
		0 of 3 Selected			
UserId	User Name	Email	Allow Sharing	Actions	
<input type="checkbox"/> 1,358	@trasix.com	@trasix.com	False		
<input type="checkbox"/> 1,296	@trasix.com	@trasix.com	False		
<input type="checkbox"/> 1,066	@trasix.com	@trasix.com	True		

The list of users with which the selected folder is shared is displayed, for each one, the email address, and whether the user is allowed to share the folder or not. You can add a new user, delete, or activate any of the existing ones as mentioned in the following sections.

Note:

- For subfolders, the **Users** tab is deactivated and cannot be assigned.