
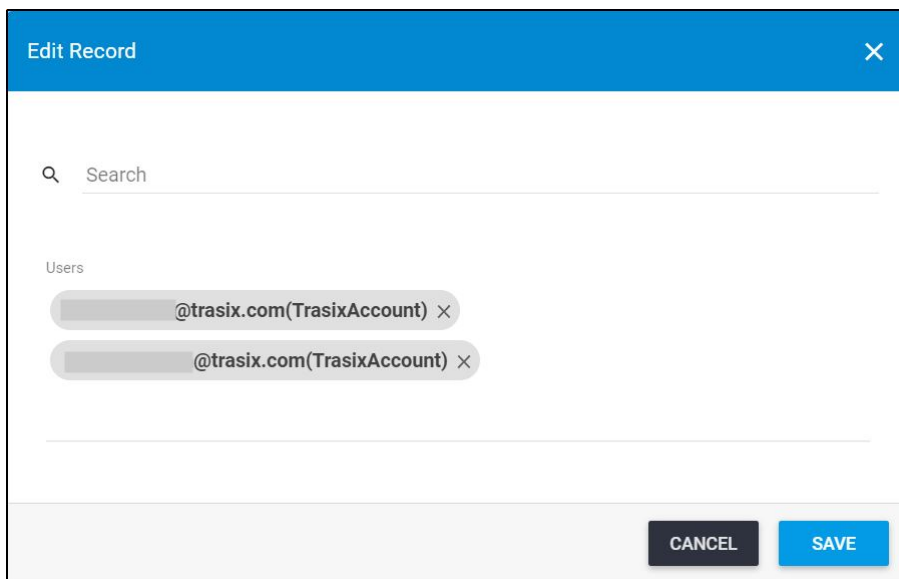


Add user to shared folder users

To add a user to the list of users with whom the folder is shared, click , the following window appears:



The screenshot shows a dialog box titled "Edit Record" with a close button (X) in the top right corner. Below the title bar is a search bar with a magnifying glass icon and the text "Search". Underneath the search bar is a section labeled "Users". This section contains two entries, each consisting of a grey pill-shaped box with the text "@trasix.com(TrasixAccount)" and a small "X" icon to its right. At the bottom of the dialog box, there are two buttons: a dark grey "CANCEL" button and a blue "SAVE" button.

You can delete any of the existing users by clicking (x) next to it. Select the users you want then click **Save**. You can start typing the user name and the list of matching records are populated for you to select from.