
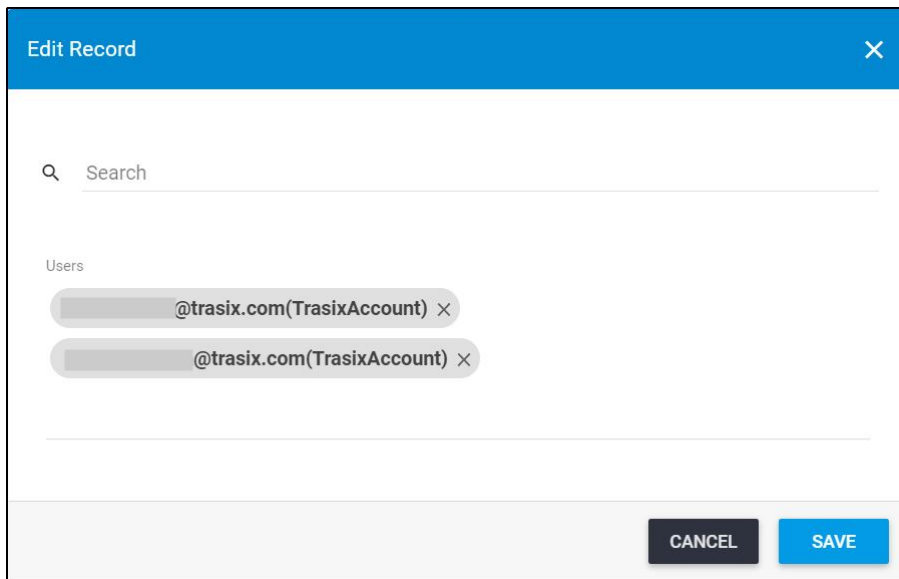


Add user to shared folder users

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" containing two entries, each in a grey pill-shaped box with a small "X" on the right: "@trasix.com(TrasixAccount) X". At the bottom of the dialog box are two buttons: "CANCEL" and "SAVE".

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.