
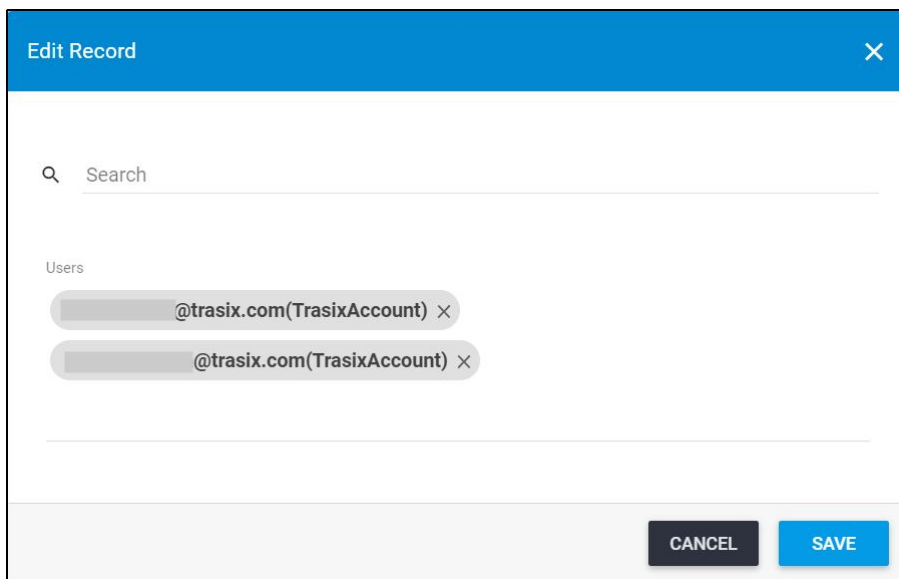


## Add user to shared folder users

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 search bar and a list of users. The search bar contains the text "Search". Below the search bar, there are two users listed under the heading "Users": "@trasix.com(TrasixAccount) x". At the bottom of the dialog, there 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.