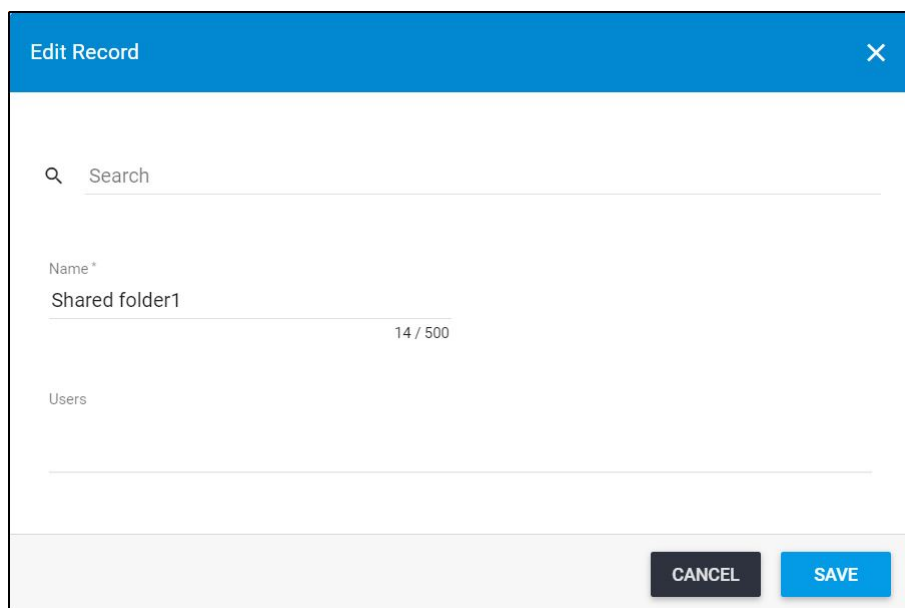


Update shared folder

To update a shared folder, follow these steps:

1. Select “Edit Record” from the Actions menu next to the folder you want, the following window appears:



The screenshot shows a dialog box titled "Edit Record" with a close button (X) in the top right corner. The dialog contains a search bar with a magnifying glass icon and the text "Search". Below the search bar is a text input field labeled "Name*" containing the text "Shared folder1" and a character count "14 / 500". Underneath the name field is a section labeled "Users" with an empty text input field. At the bottom of the dialog, there are two buttons: a dark grey "CANCEL" button and a blue "SAVE" button.

2. Change the folder name, if you want, you can also add users to the list of users with whom the folder is shared. You cannot delete any of the users in the above window,
3. Click **Save**.