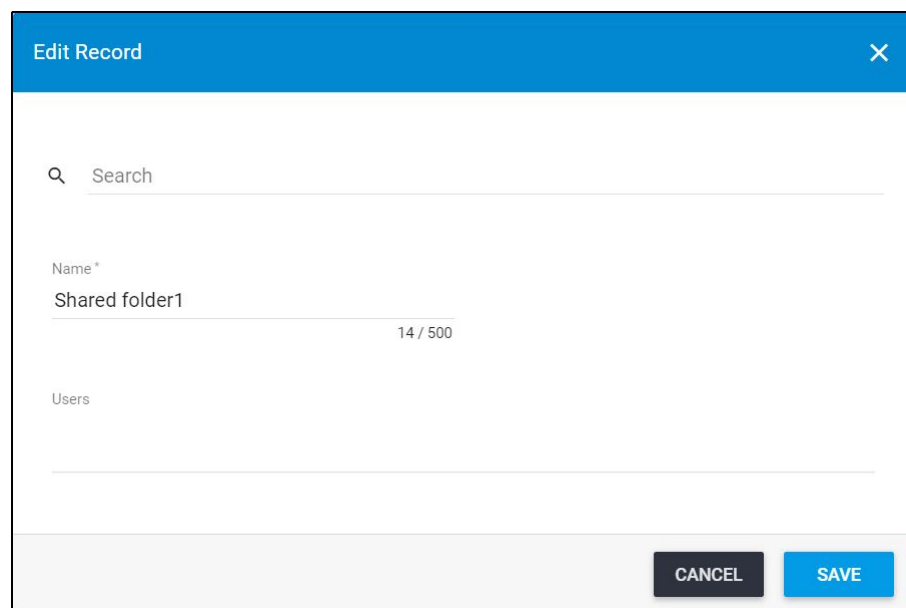


Update shared folder

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 modal window titled "Edit Record" with a close button (X) in the top right corner. Inside the window, there is a search bar with a magnifying glass icon and the placeholder text "Search". Below the search bar, there is a label "Name*" followed by a text input field containing "Shared folder1". To the right of the input field, there is a character count "14 / 500". Below the name field, there is a label "Users" followed by a text input field. At the bottom right of the window, there are two buttons: "CANCEL" and "SAVE".

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**.