

**Title: Sharing Folders**

**Subtitle: Online File Folder**

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You can allow others to access any of the folders in your Online File Folder. To Share a Folder Click the **Files** button. Use the checkbox to select the folder that you want to share. You can select multiple folders. From the **Select Action** list, select **Share**. Click **Go**. In the **Share files for** field, specify the number of days you want to share the files for. The default is seven days. To send the link in an email message, select **Send link to email recipient**, and then complete the following: To Enter the email address of the person with whom you want to share the link. Subject Enter a subject for the email message. Comment Add a comment to the email message. Click **OK**. **NOTE:** If a folder is already shared, you can send the link to an email recipient using the Send shared link option from the Select Action list.