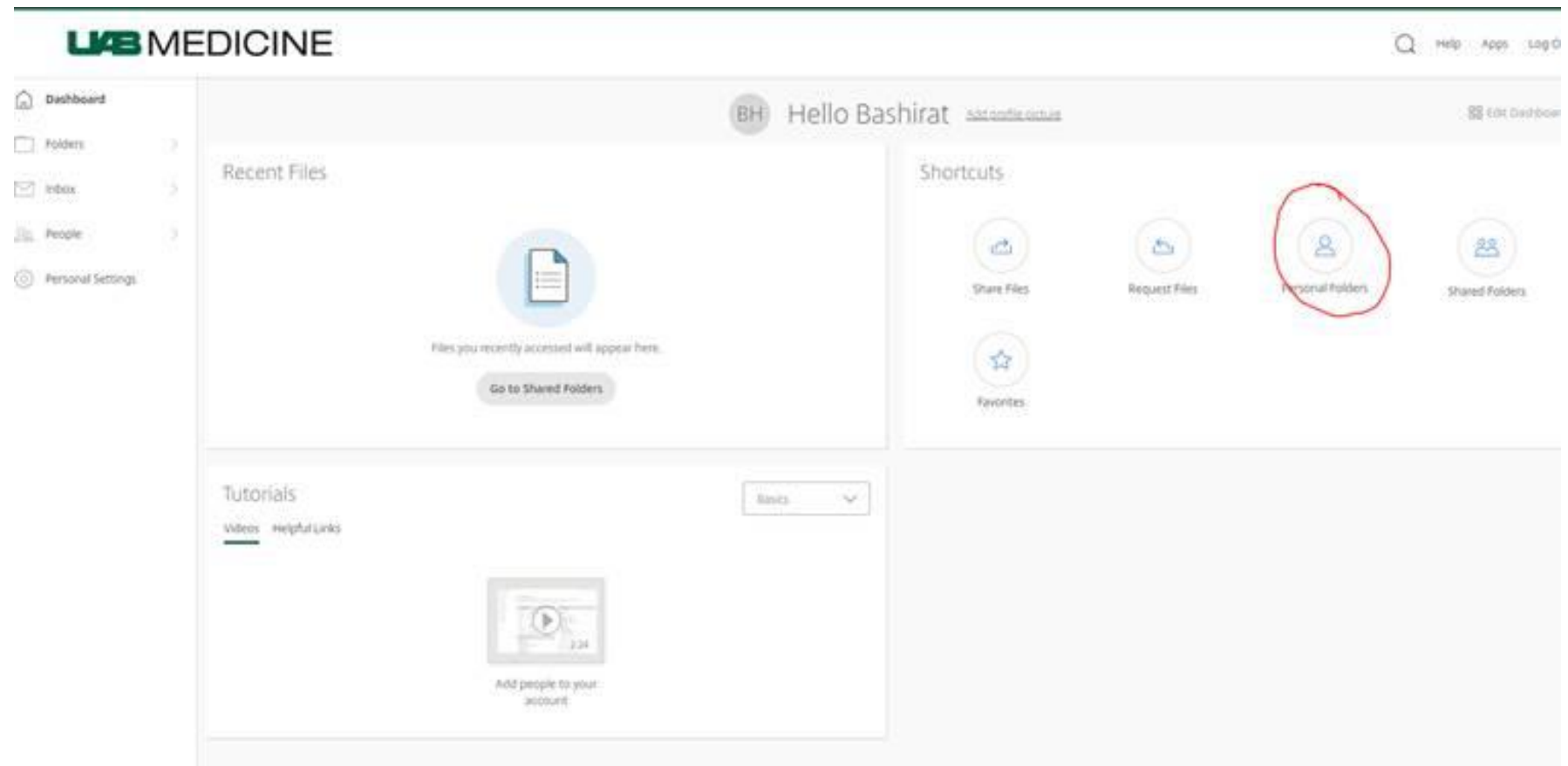


# CITRIX SHAREFILE – HOW TO CREATE AND SHARE A FOLDER

Once you are logged on to Sharefile

Step 1: Click on "Personal Folders" so that you can create a folder to share out



Step 2: Click on the “+” icon

UAB MEDICINE

Dashboard

Folders

Personal Folders

Shared Folders

Favorites

File Box

Recycle Bin

Inbox

People

Personal Settings

Personal Folders More Options

+

Name	Size	Uploaded	Creator
University of Alabama at Birmingham FISMA document	0 B	5/29/20	J.L. Hahn

### Step 3: Create folder

The screenshot displays the UAB MEDICINE interface. On the left is a sidebar with navigation links: Dashboard, Folders (expanded), Personal Folders, Shared Folders, Favorites, File Box, Recycle Bin, Inbox, People, and Personal Settings. The main content area is titled 'Personal Folders' and includes a 'More Options' button. Below the title is a table with columns for checkboxes, Name, Size, and Uploaded. One folder is listed: 'University of Alabama at Birmingham FISMA document'. A context menu is open over the table, showing options: Upload, Create Folder (circled in red), Request Files, Create Note, and Create URL. A search icon and 'Help' link are in the top right corner.

UAB MEDICINE

Personal Folders More Options

	Name	Size	Uploaded
<input type="checkbox"/>	University of Alabama at Birmingham FISMA document	0 B	5/29/20

- Upload
- Create Folder
- Request Files
- Create Note
- Create URL

Step 4: Create folder and share

## Create Folder



Name:

Test folder

Details

This is a test folder

Character limit: 979

Add People to Folder



Yes



No

Create Folder

Cancel

Step 5: If collaborators are within the uabmc network, you can type the names in the “select box”; if collaborators are outside the network you want to select “create new user” and the name and email

Add People to Folder

Select...

+

Create New User

Folder Permissions

☒ View

☒ Download

☒ Upload

☐ Delete

☐ Admin

Folder Alerts

☐ Email users when files are downloaded

☐ Email users when files are uploaded

☒ Notify added users

[Edit Message](#)

☒ Apply settings to subfolders

Add

Cancel

Add People to Folder

Add New User

bashirat.hahn@gmail.com

Bashirat

Hahn

N/A

Add

Cancel

Folder Permissions

☒ View

☒ Download

☒ Upload


☐ Delete

☐ Admin

Folder Alerts


☐ Email users when files are downloaded

☐ Email users when files are uploaded



☒ Notify added users

[Edit Message](#)



☒ Apply settings to subfolders

Add

Cancel

Step 6: Collaborators will receive email and they will be able to upload and download from the folder.