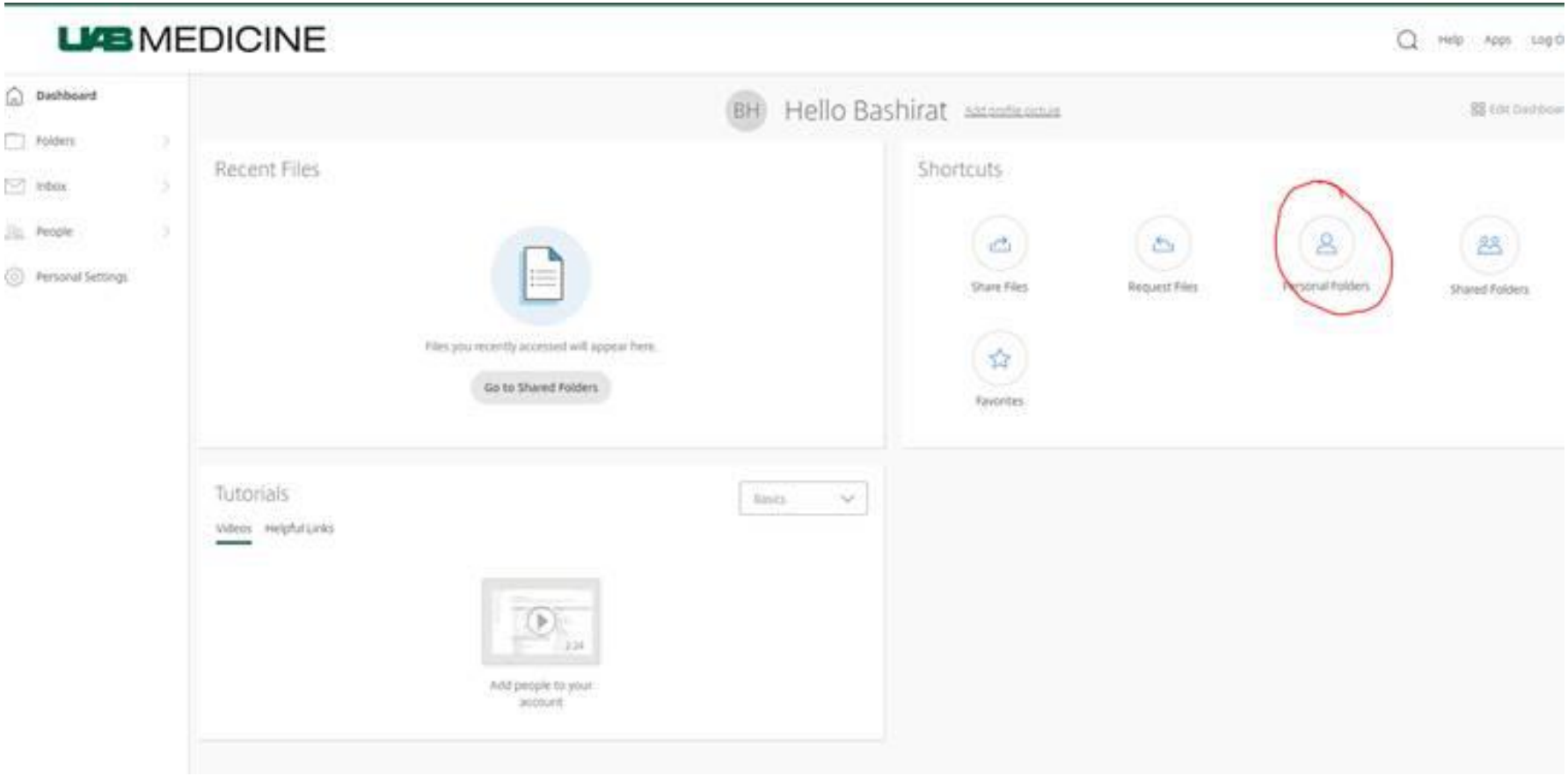
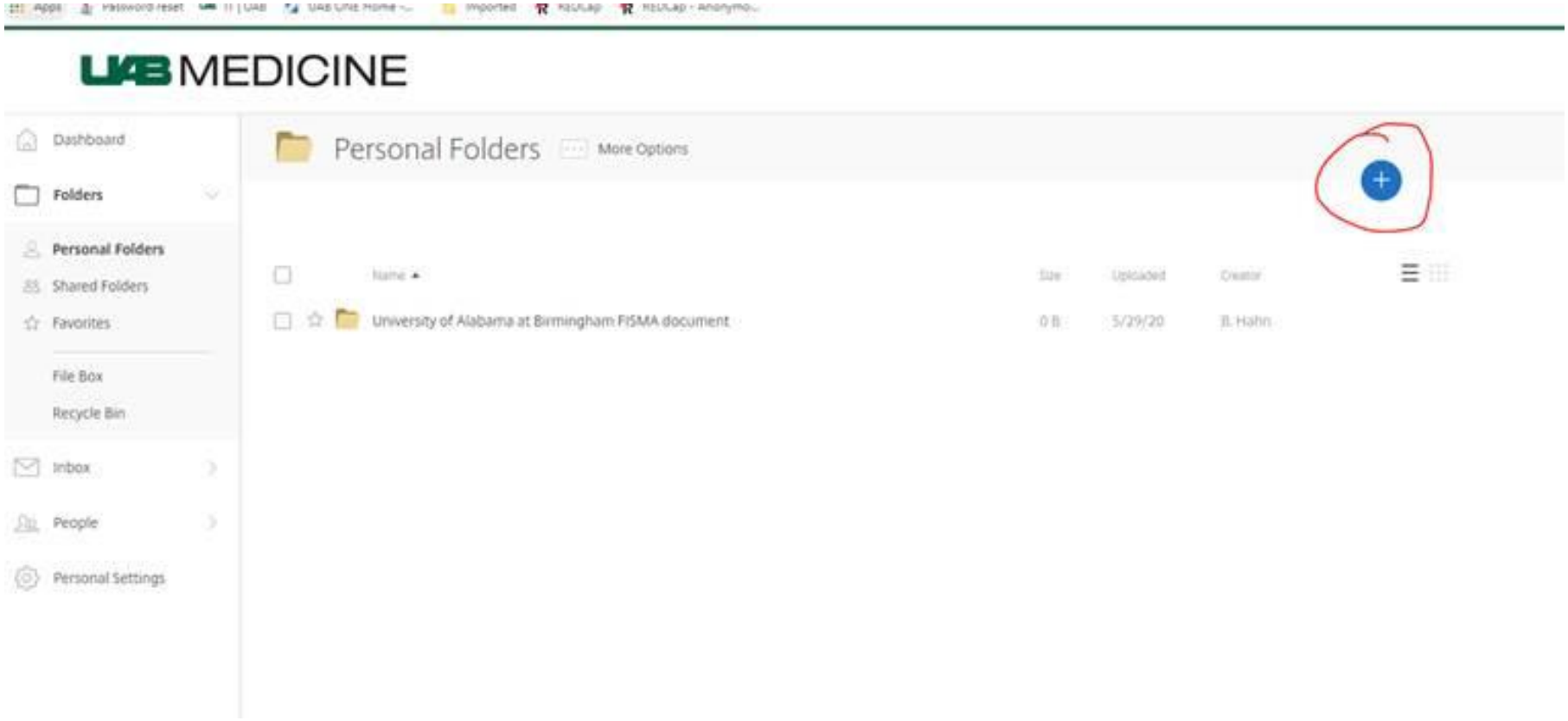
CITRIX SHAREFILE – HOW TO CREATE AND SHARE A FOLDER

Once you are logged on to Sharefile

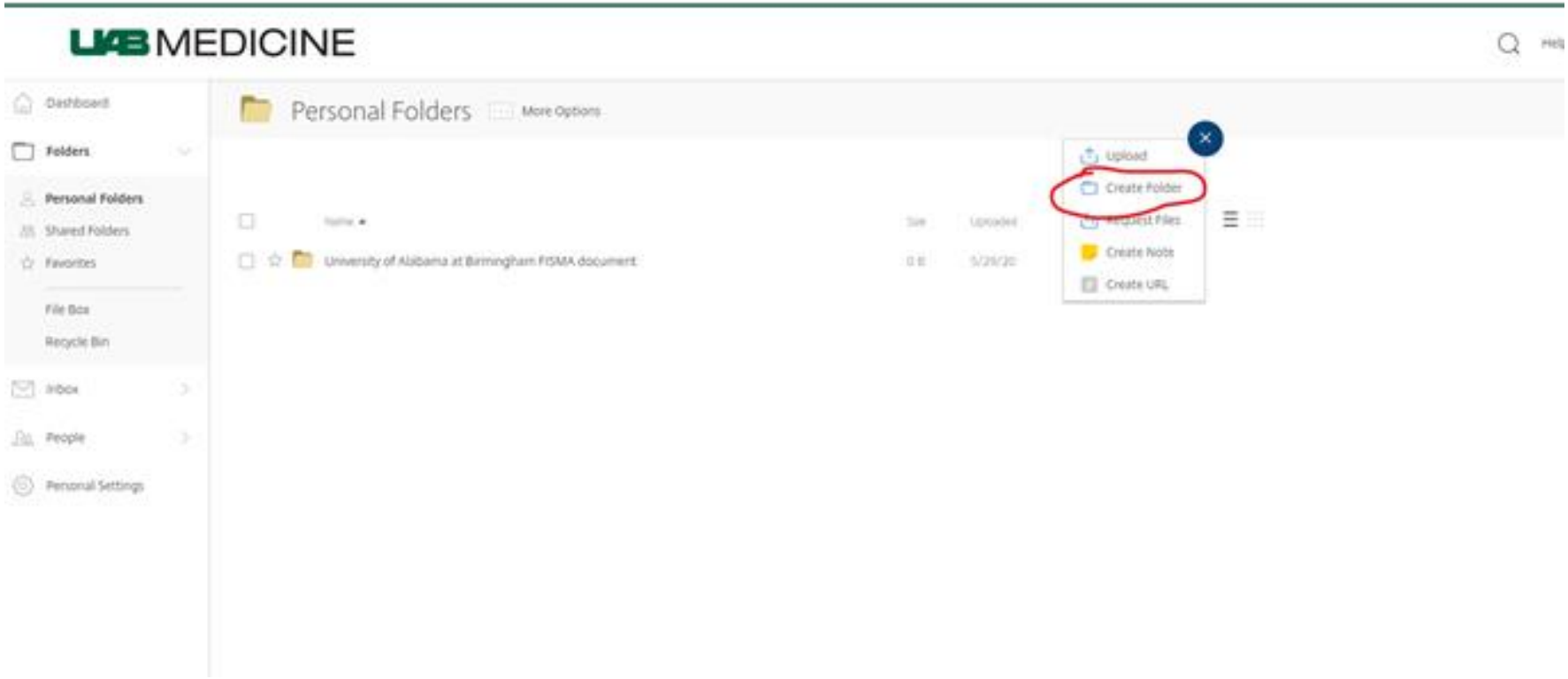
Step 1: Click on “Personal Folders” so that you can create a folder to share out



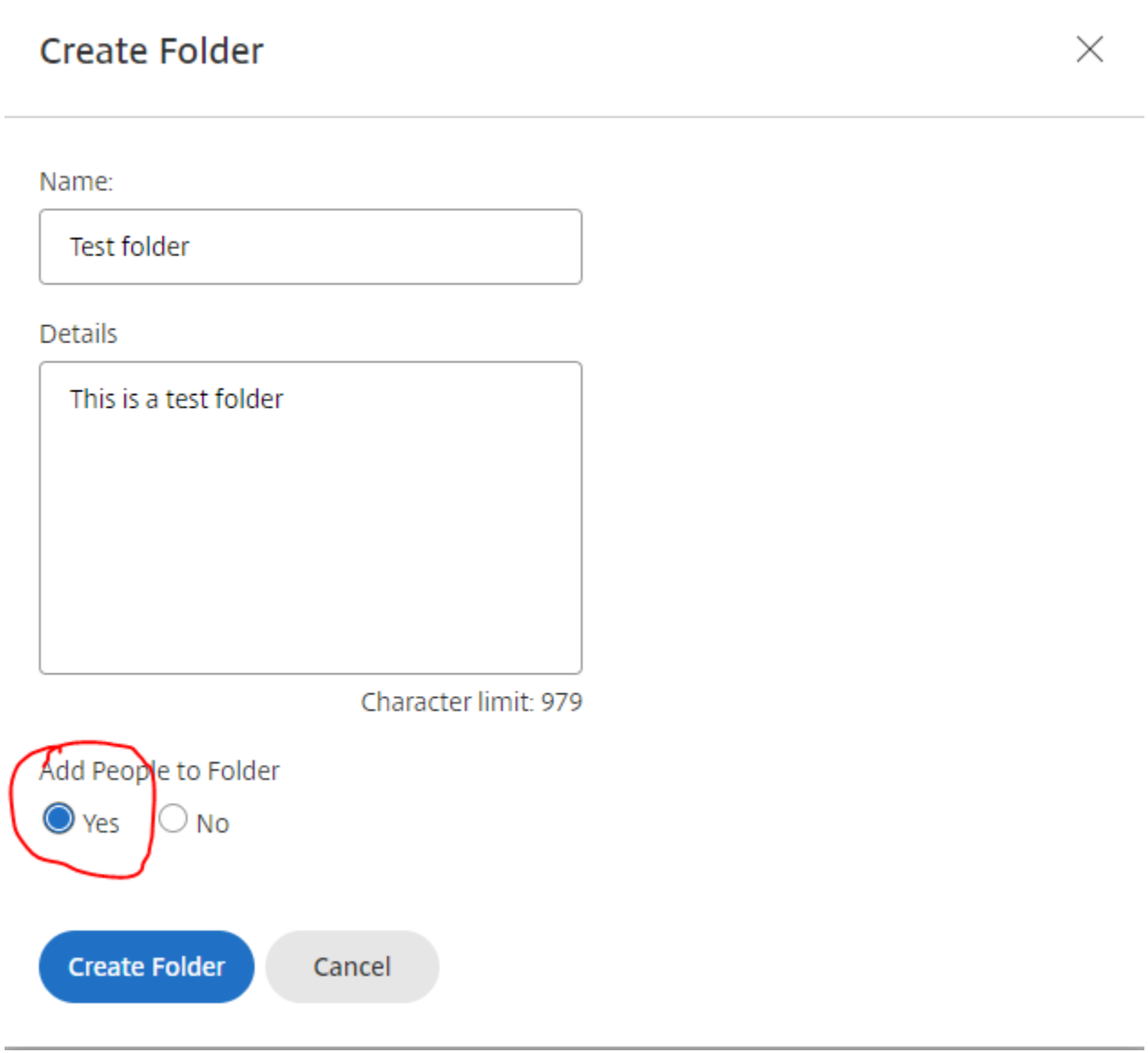
Step 2: Click on the “+” icon



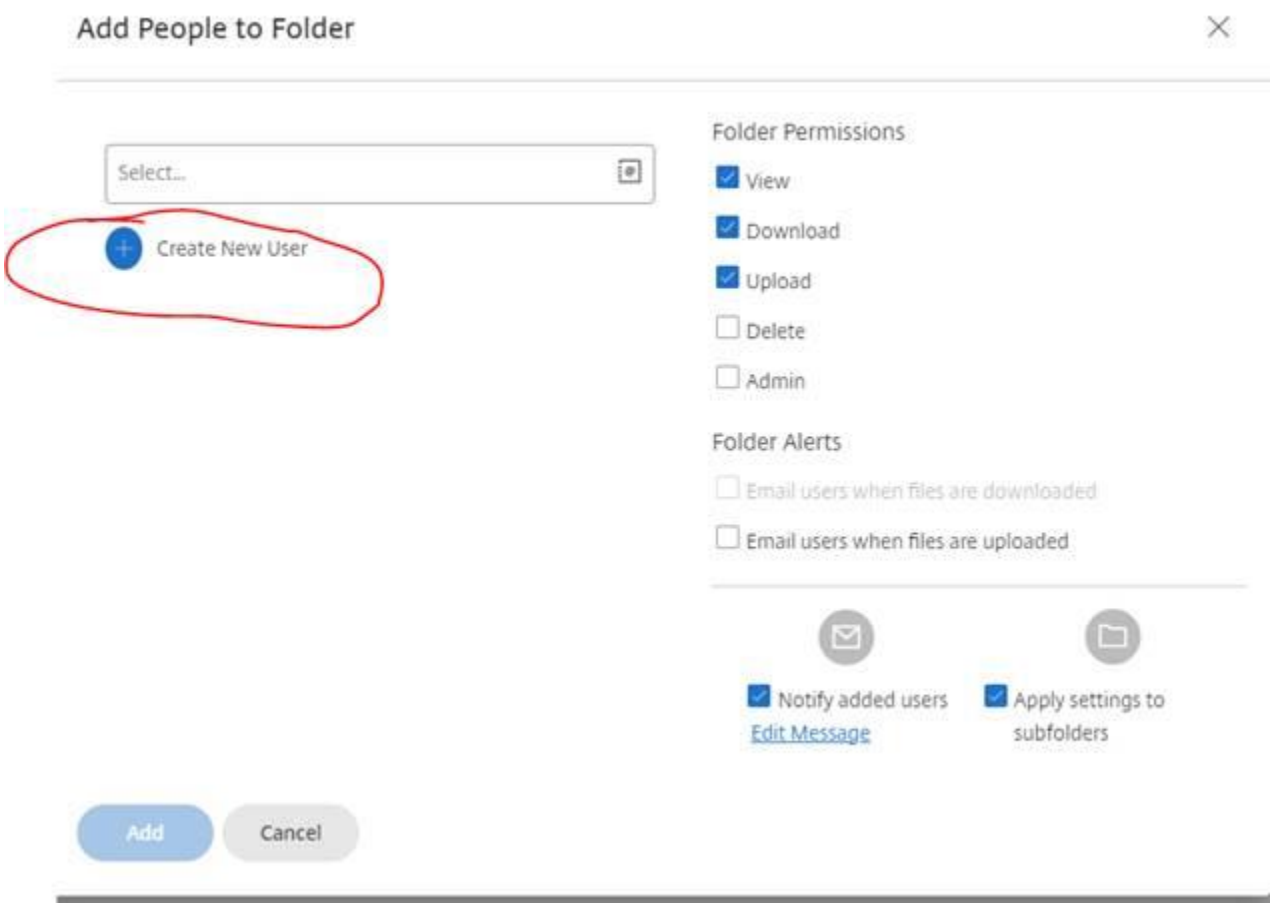
Step 3: Create folder

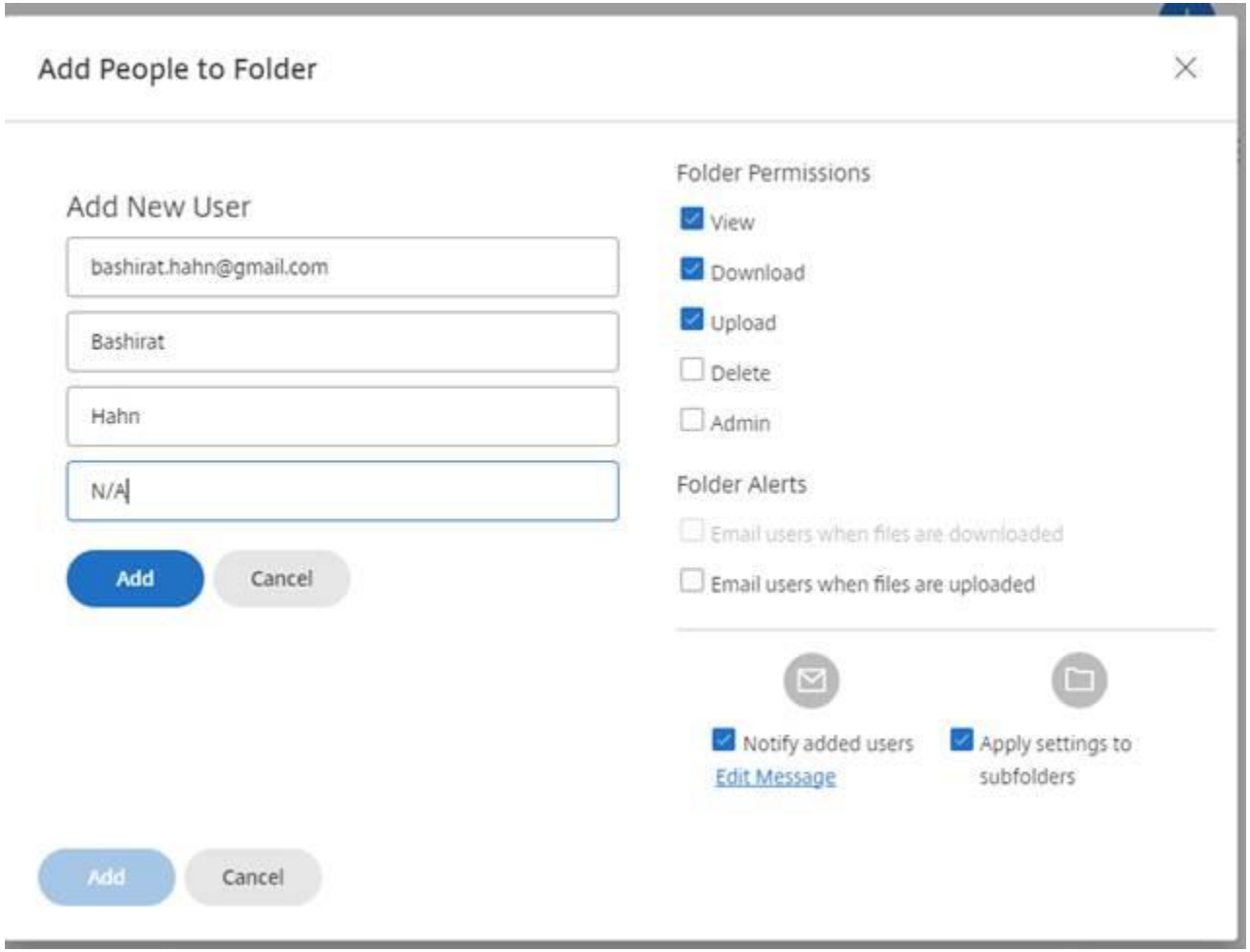


Step 4: Create folder and share



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





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