

# Q3- Share folder

Setting up shared folders for restricted upload/download access by users or contacts

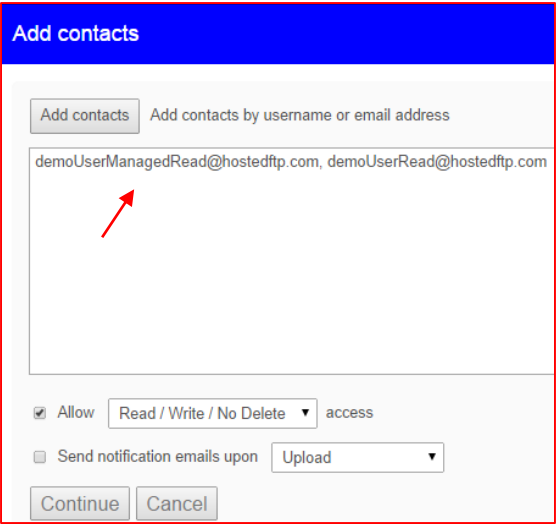
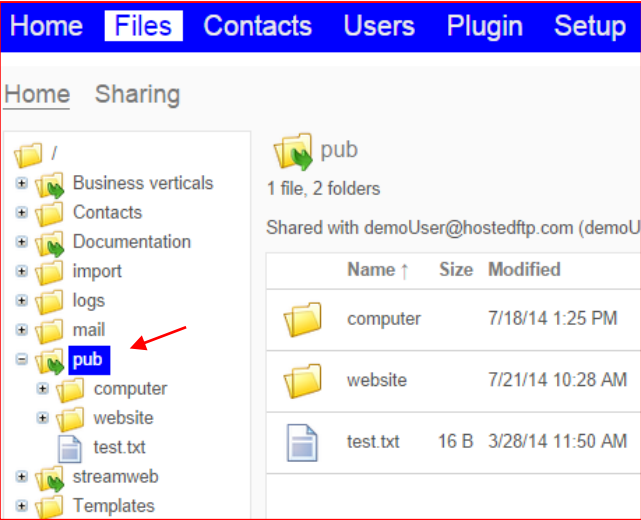
See the [QuickStart Contents](#) for further information on setup details

**1- Select the folder/sub-folders that you want to share**

Can provide Read/Write/Read-Write/Read-Write no delete access privileges

**2- Select Users and Contacts to share folder or sub-folder (see this [link](#) for details)**

- Click Share button on right side of Files page
- and then → Add contacts
- Enter or select with the Add Contacts button Users or Contacts by Username and/or email reference
- Click Continue



**3- Select the access privileges**

- Read access:** can only download the file or folder selected
- Write access:** can only upload to the folder selected. Will not see a list of files or sub-folders.
- Read/Write:** can upload/download and delete all folders and files
- Read/Write/No Delete:** can upload/download contents but cannot delete.
- Click Save**

[Understand](#) different types of users/contacts

**4- Set a default FTP folder for a shared (if needed)**

