

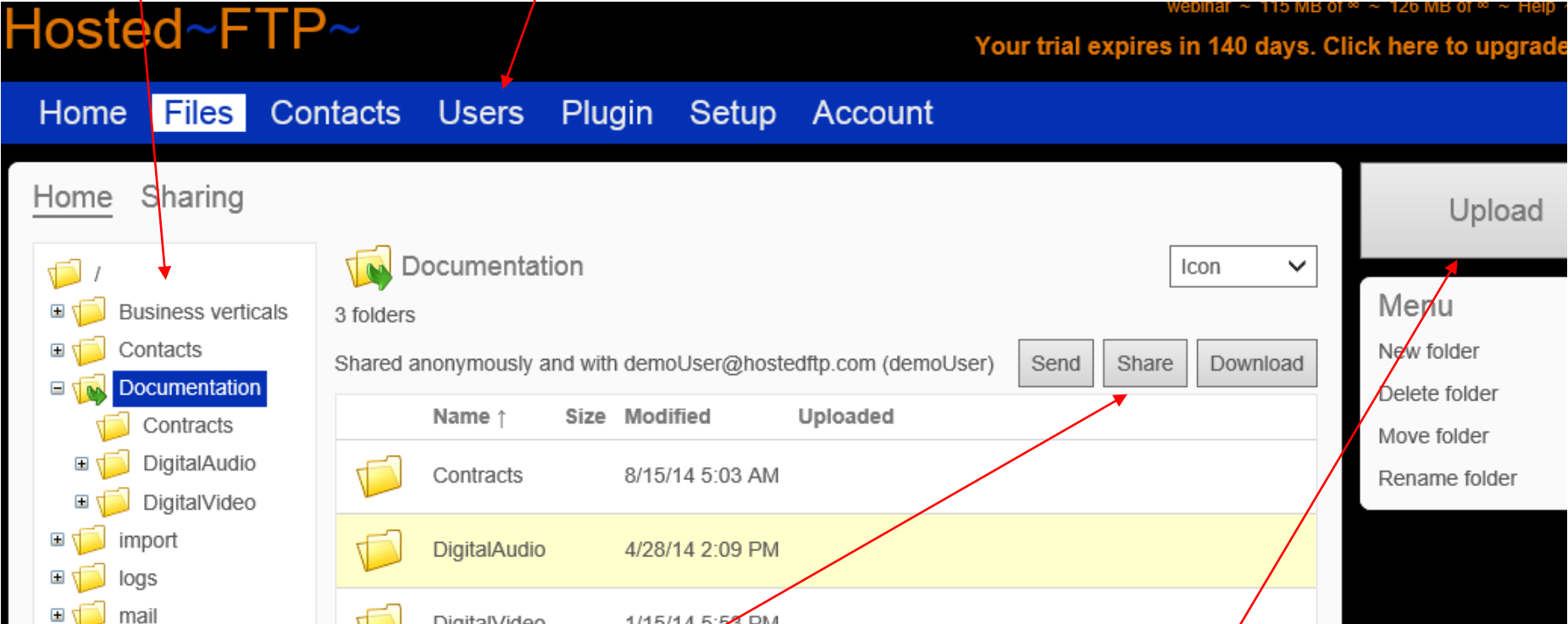
Q1 – Create restricted shared folders

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

1- Define your folder/sub-folder structure
Varies by business vertical or personal use cases.
[Create](#) your folders and sub-folder

2- Add usernames for collaboration with external businesses/clients
Useful to provide username/password access when you may not have knowledge of all email contact info. Can be read-only
[Understand](#) different types of users/contacts

3- Add contacts for collaboration with external businesses/clients by email reference
Useful to provide a more private method of collaborative access when you have knowledge of contact email info. Contacts manage their own passwords and activation.



5- Share folder or sub-folder with usernames for specific upload/download privileges
Useful to provide username/password access when you may not have knowledge of all email contact info.

4- Upload your files from your computer or existing FTP site
Can upload single files or complete folder/sub-folders