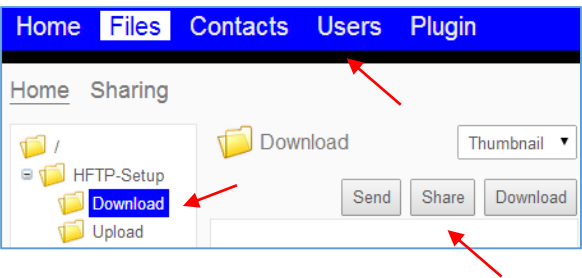


Q2- Username for Read-only access

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

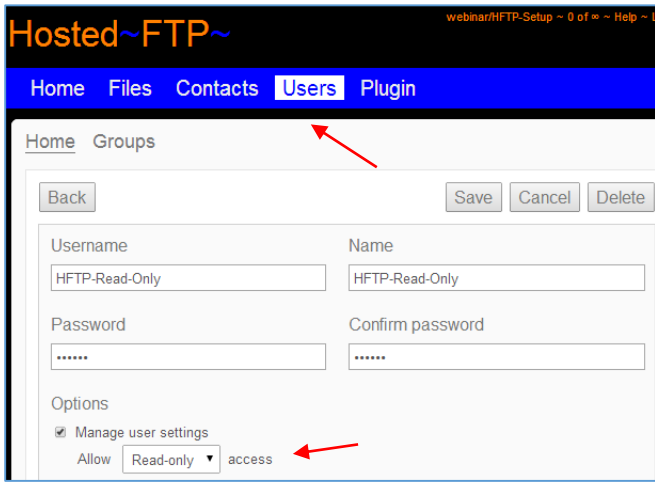
Setting up shared folders for "Read-only" access by a Username

1- Create your folder/sub-folder structure
[Create](#) your folders and sub-folders for download only (read-only) privileges on the **Files** tab



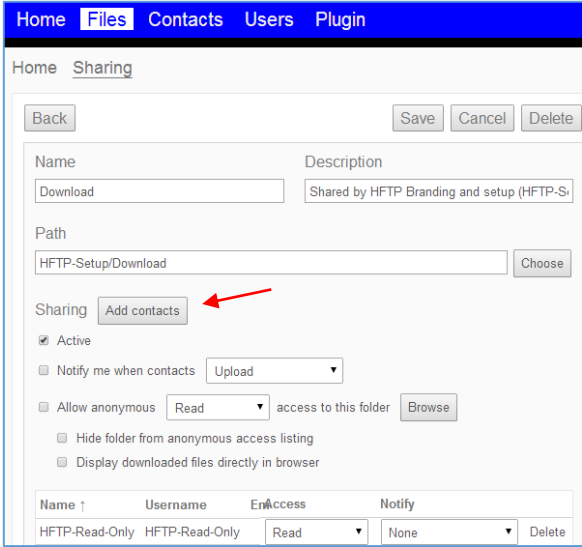
2- Add usernames for read-only access by businesses/clients

- i. Select the Users tab and Add Username on the right hand Menu area
- ii. Complete the Username/Name/Password info.
- iii. Select "Manage user settings → Allow read-only access



3- Share the folder for Read-only access with the Username created

- i. Select the folder that you want to give read-only privileges (see step 1)
- ii. Click on the Share button (see step 1)
- iii. In the Sharing area click Add Contacts and then add the read-only contacts by username (or email address).
- iv. Click Save



4- Login with the read-only username credentials
Can only download files or folder/sub-folders

