

How to share a file in a folder

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- 1 Click Documents folder to open it and find files.
- 2 Click Actions menu for Meeting Notes file.
- 3 Click 'Sharing options' to open file sharing settings.
- 4 Type email address in the sharing field.
- 5 Scroll to find the Share button to complete sharing.
- 6 Click '+' button to create the share.