

# How to share a file in a folder

NextCloud 6 steps · 1m 52s

---

- 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.
-