Add shared folder
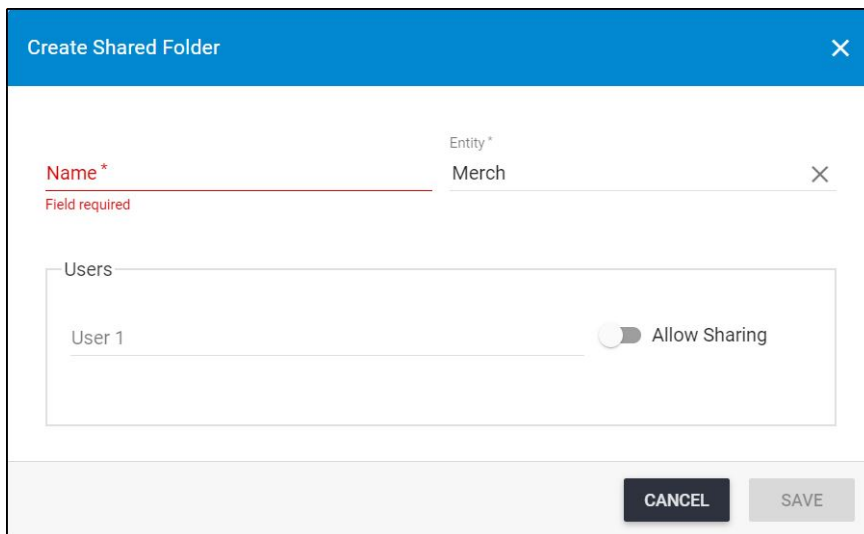
To add a shared folder, follow these steps:

1. Click , the following window appears:

2. Enter the folder name,
3. Select the entity to which you want the shared folder to be created,
4. Select the users you want to assign then click the respective slider button to allow the selected user to share the folder, if you want,
5. Click **Save** to add the folder.