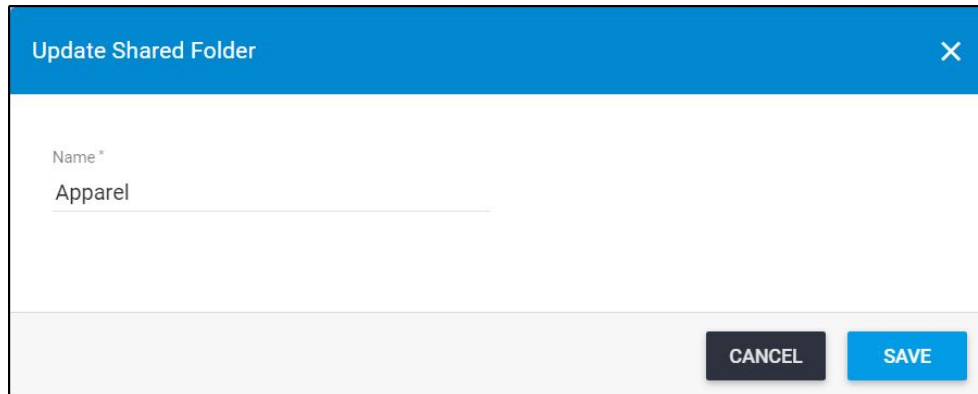# Update shared folder

To update a shared folder, view the shared folder then click the Edit button or select "Edit Record" from the Actions menu next to the folder you want, the following window appears:

Update the folder name, then click **Save**.